



## Job Description: Interior Designer

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### Summary

Catalyst Architecture / Interiors, is a successful architecture and interior design firm located in Yarmouthport, MA. We are seeking a full time in-house Interior Designer to support a wide range of commercial, municipal and residential projects.

### Basic Requirements

- Bachelor's Degree in Interior Design required.
- National Council for Interior Design Qualification (NCIDQ) licensure preferred but not required
- 1-5 years of experience
- A true collaborator and team player
- Personable with high level of energy and organization
- Ability to manage multiple projects occurring simultaneously
- Exceptional graphic communication skills as well as written and verbal
- Revit proficiency desired; AutoCAD, SketchUp and Adobe Suite a plus
- Ability to learn new software programs as necessary
- Reliable transportation (*project related mileage/travel expenses will be reimbursed*)

### General Responsibilities

Subject to adjustment based upon firm workload and individual capabilities:

- Conduct various project start-up activities with principals & administrative staff
- Prepare and distribute regular project correspondence
- Coordinate regularly with clients, internal staff and external consultants
- Conduct full range of pre-design & conceptual design activities as lead designer/project manager, or as a supporting member of design team(s)
- Research materials and systems for specific projects
- Assist with development of Revit-based construction documents
- Assist clients with all decision-making in conjunction with principals & project managers
- Assist with furniture selections, develop furniture plans and specifications
- Prepare RFQ's for furniture and finishes and negotiating pricing with vendors
- Conduct various construction administration activities
- Build network of relationships with area suppliers and vendors
- Assist in maintaining current interior materials product library
- Participate in business development activities with principals and other staff

### Compensation

Competitive salary commensurate with education, experience and skills. Benefits package including paid holidays and time off, health insurance, 401k retirement plan with employer match and profit sharing.