



2111 Woodward Ave.
Suite 1002
Detroit, MI 48201

313.800.4005 TEL

Interior *Designer*

This position is open immediately

Hours Per Week: 40 (full time)

Office hours are Monday through Friday, from 8:00am to 5:00pm

Overtime is not expected

Location: Detroit, MI

Summary

As an Interior Designer with PTD, you will create designs and presentations for a variety of projects, including, but not limited to: hospitality, retail, residential, and workspace. Depending on your skills, you may also contribute to branding, graphic design, and product design initiatives. This is both a Creative and a Production/Technical role, and you will report to the Design Director as well as the Principal/Creative Director for each project. The Design Director and Principal are primarily responsible for setting the design direction and overall project management. You may be responsible for leading smaller projects or portions of larger projects independently.

Tasks/Responsibilities

Design

You will collaborate with the Design Director, Senior Interior Designers, Architects, and Project Managers in creating designs and delivering presentations based on deliverables set forth in the contract and PTD's production standards. You will be expected to complete the following tasks independently, contributing your work to the overall project team's effort:

- Conduct field measurements, create as-built drawing in AutoCAD LT
- Develop designs
- Create 3D models in SketchUp and Enscape
- Render elevations in Photoshop
- Create mood boards in Adobe InDesign
- Create drawings (plans, elevations, RCPs, millwork details) in AutoCAD LT
- Hand sketch to convey design concepts
- Conduct narrative research
- Pull research images, identify project attributes and story
- Source materials and furniture appropriate to the use/location and within the project budget
- Create complete design presentations in Adobe InDesign incorporating the above



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Documentation

Create:

- SD, DD, and CD Drawings in AutoCAD LT
- Finish and fixture schedules
- FF&E matrix (especially hospitality projects, per room type)
- Furniture, finish, and equipment (FF&E) specifications
- Budgets (especially FF&E) and reports in Excel, Google Docs, or other software

Execution

Provide construction administration services:

- Process submittals and RFIs
- Attend and report on field visits
- Create punch lists
- Communicate/Update project status to project manager and/or client
- Follow up with GC and vendors and/or purchasing agent on ID and FF&E items until they are complete

Administration

- Set up & Maintain project files and folders in accordance with PTD's and industry architectural standards
- Maintain a working check set of all deliverable documents
- Archive record copies of all milestone deliverables
- Tag images in accordance with Image Library Standards
- Write and issue meeting notes for external design meetings
- Order material samples for projects
- Request/Obtain product information, budget pricing, and lead time information for materials specified on projects
- Library (PTD's studio material library)
 - Update and source new materials
 - Take ownership of library organization
 - Develop strong relationships with vendors
 - Organize vendor meetings in the office
- Collaborate and communicate frequently with others outside the Company (clients, consultants, vendors, contractors, tradespeople, etc.). This will be collaborative, with consultants; instructive, giving information to contractors, trades, or manufacturers; and inquiries, such as requesting product information from vendors.



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Goals & Expectations

- Our goal is to support your growth as a designer in a highly collaborative, multi-disciplinary studio environment
- We expect that you are fluent with the software programs mentioned above. We will provide in-house, on-the-job training for Enscape if needed.
- We expect that you will complete assigned tasks within project budgeted hours
- We expect that you will keep the Design Lead(s) updated with daily check-ins on your progress, so tasks and workloads can be re-balanced when needed
- We expect that you will follow the Company's standards for design process and project execution, including file naming and established work processes and templates
- We expect that you will take initiative and ownership for your given tasks, be responsible, and ask questions when needed and in a timely manner
- This role contributes to the Company as a whole and toward client satisfaction by helping the team provide deliverables on time and at a high level of professional quality

Physical Demands

- Visit project sites, survey empty buildings which may or may not be climate-controlled, climb stairs, carry up to 50 lbs.

Travel Requirements

- Travel to local job sites is expected; occasional travel to jobs sites within the US is possible, depending on the projects you are assigned to
- No international travel anticipated
- Company reimburses project-related travel expenses

Qualifications

Soft Skills/Qualities

- Creativity, innovation, passion
- Willingness to take initiative and ownership on given tasks for projects
- Productive – able to complete work quickly and plan your own work to meet deadlines and work efficiently
- Precision, accuracy – detail oriented and thorough
- Team orientation – identify opportunities to help and offer to do so
- Communication – strong abilities, both verbally and in writing; this role requires frequent communication with vendors and consultants (in person,



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and via phone/email). Good at translating technical information into plain language. Effective at using words to describe and articulate design concepts.

- Flexibility – easily handle shifting priorities, deadlines, and goals; unpredictable situations or problems on a given day

Knowledge

- Complete understanding of the interior design process, and the drawings, specifications, and other documents that are needed to convey design intent at each phase
- Ability to read and interpret construction and/or technical drawings and specifications
- ADA, fire codes, and other technical guidelines that apply to interior design for commercial and hospitality environments
- Vendors and sources for furniture and interior architectural materials that are appropriate for contract, hospitality and/or residential project types.

Technical Skills

- Ability to translate design concepts into concrete materials and furniture selections.
- Proficiency (can use without help) in all of the following:
 - AutoCAD, Sketch-up, Adobe Creative Suite (especially InDesign, Photoshop), MS Office Suite (Word, Excel), Google Docs/Sheets, Enscape or other rendering software
- Hand sketching
- English language

Education, Licensure or Certification

- Interior design degree or certificate
- NCIDQ Certification (preferred, but not required)

Experience

- Minimum 5 years interior design work
- Have completed multiple projects from start to finish, all phases of design through construction
- Creating FF&E budgets
- FFE Procurement
- Sourcing FF&E and interior finish materials for hospitality projects



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Compensation & Benefits

Salary & Benefits

- Pay Scale: commensurate with experience, paid bi-weekly.
- Paid time off
- Medical insurance
- IRA with employer matching

Work Environment

- The PTD Studio is an in-office, in-person working environment.

Growth Opportunities

- Professional development
- In-house product and vendor presentations, CEU opportunities
- Licensure and/or exam, renewal fees
- Promotion potential

Company Culture

- Our carefully cultivated studio culture is built on a foundation of mutual respect, thoughtful collaboration, and careful selection of projects and clients.
- We believe that good design has a direct and powerful impact on the mental health and physical well-being of those who inhabit it. This idea is at the core of everything we do. In short, we believe that design matters.
- PTD brings a holistic, collaborative approach to each project. The spaces we design are unique to each client, meeting their specific needs while reflecting a shared love of design.
- We love research in all modes: art, film, performance, music, literature, etc., and love to share big ideas with each other.
- Our studio is pet friendly.
- Our studio has huge windows and is full of light all day. We have an incredible view of Downtown Detroit!
- We have weekly all-hands meetings, optional team social outings, and professional networking activities year around.



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Legal Information

- Disclaimer – Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.
- Equal employment opportunity (EEO) statement – PTD is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are made on the basis of qualifications, merit, and business need. We do not discriminate on the basis of any characteristics protected by federal, state, or local laws.

How To Apply

Submit the materials below via email to contact@patrickthompsondesign.com

- Cover letter
- Resume
- Portfolio, work samples – file transfer link preferred vs. attachment

Interview Process

- We will conduct interviews in person or via Zoom
- Candidates should be prepared to share work samples and examples of technical skill work in the interview