



2111 Woodward Ave.
Suite 1002
Detroit, MI 48201

313 800-4005

Architectural Designer / Interior Designer

This position is open immediately

Position Type: Full-Time

Office Hours: Monday through Friday, 8:00am to 5:00pm

Location: Detroit, MI

Experience Level: 3—7 years preferred

About Us

We are a boutique interior design studio specializing in hospitality, high-end residential, and select commercial environments. As we continue to grow, we are seeking Architectural and Interior Designers who thrive in a creative, detail-driven environment and enjoy contributing to projects from concept through completion.

Position Overview

The Designer will work collaboratively with the PTD team to develop thoughtful design solutions across a range of project types. This position is suited to candidates with a background in architecture, interior architecture, or interior design who are comfortable contributing throughout all phases of a project. The role combines creative design, technical documentation, project coordination, FF&E, and construction administration. Responsibilities will vary based on project needs and the individual's experience and area of expertise.

Key Responsibilities

Design & Documentation

- Develop design concepts, programming, space plans, and interior architectural solutions.
- Produce and maintain coordinated drawing sets, including plans, elevations, reflected ceiling plans, sections, millwork details, and other project documentation.
- Develop 3D models, renderings, diagrams, mood boards, and client presentations.
- Research and select materials, finishes, furniture, fixtures, equipment, art, and accessories appropriate to the design, use, location, and budget.
- Prepare finish, fixture, FF&E, and other project schedules and specifications as applicable.
- Coordinate drawings and specifications with consultants and project team members and review documentation for accuracy and consistency.
- Maintain organized project files, specifications, selections, and other project information in accordance with PTD standards.

Project Coordination & Management

- Manage assigned tasks and project components from concept through completion, maintaining project schedules, budgets, deliverables, and deadlines.
- Participate in client meetings, presentations, and project correspondence.
- Coordinate with consultants, contractors, vendors, manufacturers, showrooms, tradespeople, and fabricators to maintain design intent.
- Obtain and review pricing, samples, product information, availability, and lead times.



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- Communicate project status, questions, and coordination needs with the internal project team and outside project partners.
- Develop and maintain professional relationships with vendors, manufacturers, and industry representatives.
- Balance multiple projects and priorities while maintaining accuracy, organization, and attention to detail.

FF&E, Procurement & Installation

- Research and source furniture, lighting, plumbing fixtures, finishes, materials, art, and accessories as applicable to project scope.
- Prepare FF&E specifications, schedules, budgets, and supporting documentation.
- Evaluate selections for design suitability, budget, availability, and lead time.
- Provide accurate product and specification information needed for procurement of approved items.
- Coordinate with vendors and the PTD procurement team regarding approved selections, pricing, product information, and installation requirements.
- Assist with furniture, art, accessory, and other project installations as required.

Construction Administration

- Conduct site surveys, field measurements, and existing-condition documentation.
- Attend project and construction site visits and observe construction progress to help maintain design intent.
- Review submittals, shop drawings, samples, and other construction-related documentation as assigned.
- Coordinate project questions with the design team, consultants, contractors, vendors, and fabricators.
- Assist with punch lists, installation reviews, and project closeout.
- Document and communicate field conditions requiring design-team review or coordination.

Qualifications

- Bachelor's degree in Architecture, Interior Architecture, Interior Design, or a related field.
- 3–7 years of professional experience in architecture, interior architecture, or interior design preferred.
- Strong proficiency in AutoCAD required.
- Proficiency in Adobe Creative Suite and experience with SketchUp, Enscape, or comparable visualization tools.
- Experience developing projects through multiple phases of design and construction.
- Ability to read, develop, and interpret architectural and interior construction drawings and specifications.
- Working knowledge of building codes, ADA requirements, construction methods, materials, and detailing.
- Knowledge of interior materials, finishes, furnishings, fixtures, and specifications.
- Strong design sensibility with an eye for proportion, materials, detail, and craft.
- Strong written, verbal, and visual communication skills.



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- Excellent organization and time-management skills with the ability to manage multiple priorities and deadlines.
- Ability to take initiative, solve problems, and work both independently and collaboratively in a fast-paced studio environment.

Physical & Travel Requirements

- Ability to visit project sites and survey existing buildings, including spaces that may not be climate controlled.
- Ability to navigate stairs and typical construction-site conditions.
- Local travel to project sites is expected; occasional domestic travel may be required depending on project assignments.
- PTD reimburses approved project-related travel expenses.

Compensation & Benefits

- Salary Range: \$60,000–\$80,000 annually, commensurate with experience and qualifications, paid bi-weekly (Please let us know if the posted salary range is generally aligned with your compensation expectations. If not, please share the range you would be seeking).
- Paid time off.
- Medical insurance.
- IRA with employer matching.
- Paid parking.

Work Environment

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

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 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.
- We have weekly all-hands meetings, optional team social outings, and professional networking activities year-round.

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:

- Resume and cover letter.
- Portfolio/work samples – file-transfer link preferred vs. attachment.