

INTERIOR DESIGNER

Lindsey Architecture is a growing, award-winning, regional design firm based in downtown Greensboro, North Carolina, providing architecture, interior design, and planning services for a diverse clientele within corporate, municipal, multi-family, senior living, industrial, higher education, and aviation markets. We're problem solvers, change agents, client advocates, perennial learners, artists, and more. A collaborative, team-oriented firm with a focus on making a positive impact, we strive to immerse ourselves in our community – personally and professionally, while having fun. We believe that when you enjoy what you do, you do it better.

Founded in 2008, we are approaching our 15-year anniversary of solving challenging business, real estate, production, corporate culture, operational, community, site, building performance, and department/staff collaboration challenges and more through great design solutions, and we are committed to making even more of a difference in the world we live in over the next 15 years. To this end, we're developing an aggressive strategic plan for 2023 and beyond that celebrates our existing talent and skill sets, while embracing new vertical and geographic markets, new service lines, and new client types, while remaining protective of our unique, close-knit culture. If this sounds like a place you want to make your professional home, please continue reading.

About the Role

Lindsey Architecture is seeking a talented interior designer to join our team and help grow our brand and the brand of our clients and communities. This position will be responsible for building and sustaining client relationships by managing interior design projects from conception through completion in accordance with the client's vision, schedule, and budget. You will flex your creative and branding design talent, while having the ability to roll up your sleeves and execute your designs in a production capacity.

- Full-time (40 hours), permanent position on-site in Greensboro
- Exempt (salaried) position
- Reports directly to the partners in the firm
- Overtime may be occasionally required to meet client and project deadlines

Responsibilities

- Design and production support within a project team
- Develop space planning concepts, program documents, and test fits
- Select FF&E color palettes and materials, create finish boards and presentations
- Coordination and management of projects
- Produce construction documents
- Attend internal and client meetings
- Conduct construction administration/installation of projects
- Business development responsibilities, including informal client meetings, formal client meetings, pitch presentations, and project interviews
- Working closely with partners, project managers, and/or director of development on formal qualification packages, fee proposals, and interview presentations
- Represent Lindsey Architecture at select industry conferences

Required Qualifications

- Bachelor's Degree in Interior Design or Architecture
- Five (5) plus years of commercial interior design experience
- Working knowledge of furniture systems, specifications, and relevant tools
- Existing vendor relationships
- Competency tracking projects utilizing tools such as Excel
- Ability to interface with contractors, vendors, and suppliers across remote locations
- Proficiency in AutoCAD Architecture

- Proficiency in Revit
- Microsoft Office, incl. Outlook
- Ability to manage projects from concept through completion, including a strong ability to produce construction documents and technical specifications
- Fun-natured, enthusiastic, and collaborative spirit
- Excellent written and oral communication skills

Preferred Qualifications

- Software: Sketchup, Photoshop, InDesign, and Illustrator
- Experience in custom finishes and product design
- Wayfinding and interior and exterior signage design
- Relocation management and coordination experience
- Understanding of change management principles

Optional Qualifications

- Certified Change Management Professional (CCMP)
- Certified Interior Designer (CID)
- IIDA/ASID membership
- WELL Building certification
- NCIDQ

Benefits

- Competitive pay
- Fun environment
- Medical, vision, and basic life insurance
- Paid vacation and sick days (amount to be determined based on experience at the time of hiring)
- 8 paid holidays plus one floating holiday (to take during your birthday month)
- Profit-sharing 401k
- Flexible work environment
- Remote work options on a (case-by-case basis)
- Professional development opportunities
- Company-provided laptop, software, and other tools to conduct the job
- Professional association membership dues paid (on a case-by-case basis)
- Professional licenses paid (on a case-by-case basis)
- Licensing exam reimbursement (on a case-by-case basis)
- Free food during occasional internal meetings
- Team outings
- Career advancement opportunities
- Corporate-sponsored volunteer opportunities

Contact us to apply

If this role interests you, and you are passionate about making a difference in the lives of our clients and the communities where we live, work, and play, please send a cover letter, resume, and work samples to emily@lindseyarch.com. We look forward to meeting you.

Equal Employment Opportunity and Affirmative Action Employer

Lindsey Architecture is an Equal Employment Opportunity (EEO) and Affirmative Action Employer that is committed to providing a workplace free from harassment and discrimination. We celebrate the unique differences of our employees because that is what drives curiosity, innovation, and the success of our business. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by the laws or regulations in the locations where we operate. Accommodations are available for applicants with disabilities.