



## **Project Designer + Project Manager**

kc|ID, LLC is a boutique full-service interior design firm in Austin, TX that specializes in high-end residential, multi-family/student housing, and commercial projects ranging from hospitality to private healthcare offices. We are currently looking for a Project Designer with at least 5-6 years of experience in the industry, plus 2-3 years of Project Management. Exact salary range will be based upon Candidate's experience and skill level; kc|ID does provide paid time off, company holidays including employee birthday, continued education units, philanthropy opportunities, team building events, a SEP-IRA (following 1 year of employment), merit-based bonuses and monthly cell phone/mileage reimbursement. We do not provide healthcare at this time.

This full-time position offers an incredible opportunity for an energetic, self-motivated, highly organized, detailed, and dedicated individual looking to be a part of a friendly and well-respected design team while working in a fast paced, creative environment.

**Expenses associated with the interview process and/or moving and relocation expenses will be the applicant's responsibility.**

### **Responsibilities:**

The Project Designer + Project Manager will work as an integral part of a set Design Team, with Lead Designer supervision/collaboration, and perform the following duties:

- Support the goals and objectives established by our Clients and the design team, as well as kc|ID at large. Overall involvement in and responsible for all aspects of assigned design projects/tasks, inclusive of internal and external project deadlines, schedule development, budget review and balancing, concept and solution creativity, scheme research and presentation, documentation, construction administration, and installation. All tasks will be performed along with supervision and direction of Lead Designer/Principal.
- Collaborate directly and productively with all project team members, including Builder/General Contractor, Client, Vendors, Industry Partners, Consultants and any other 3<sup>rd</sup> parties involved in overall project success. Understanding of each parties' role, needs and typical process is required.
- Development and management of project budgets/allowances on both construction projects (finishes/fixtures) and FFE-focused efforts.
- Management of project overall schedule/timeline and delegation of tasks to ensure proper collaboration and coordination within kc|ID project team as well as consultants. Delegation efforts to be done in conjunction with Lead Designer/Principal.
- Focus on unique and elegant design solutions, including review of Architectural plans for key opportunities and research/development of overall project concept with proper coordination between project priorities such as budget, timeline and Client needs.
- Development of schematic design efforts, including space and furniture layouts, to accomplish approved programming and in accordance with local codes and industry standards.
- Research, selection, and presentation of design development, including finish materials, fixtures, furnishings, and accessories in line with project aesthetics, budget, client preferences and industry standards.
- Understanding of appropriate solutions for different types/markets of design projects to provide essential efficiency and elevated project development. Offer a familiarity with finish, fixture and furniture options that cover commercial and residential resources.
- Creation, review, and presentation development of client deliverables, both digital files and physical finish/fixture/furniture sampling.

- Participate and present progress work within team in-house design reviews; must be able to receive constructive feedback in a positive manner. Flexibility to work with all Design Team members in different collaborative environments and in varied project progress points to achieve overall team/project goals.
- Participate in and possibly lead key client meetings including setup prior to/break down after client meetings at office, client presentation during meetings, finish boards/digital presentations, site visits/as-built measurements, etc.
- Full documentation for execution of design concepts including but not limited to: full CAD construction/finish documentation, as-built CAD drawings, CAD drawing redlines, finish specifications/spec package development, 3D modeling and rendering, etc.
- Participate in the construction administration process of projects including review of finish submittals and samples, site visits, punch list development and maintenance, Contractor/Sub-Contractor communications, as well as filing and organizing construction administration key documents and records.
- Involvement in project invoicing efforts, including review and redline of project team time for month compared to project status and executed contract, coordination with Billing Manager for developed invoices, and reporting to Lead Designer/Principal for project status/health each month.
- Management of furniture projects for kc|ID Design Team in relation to tracking of selections against budget, input of selections into kc|ID procurement software, review of developed quotations and purchase orders for accuracy and sign off, and collaboration with procurement team for updates throughout project longevity. Review of monthly expense reports with procurement team and reporting of project status to Lead Designer/Principal.
- Coordination of project furniture installations, along with kc|ID Procurement Team, and participate in full furniture, art and accessory installs, both locally and nationally when needed.
- Potential attendance at and help with staging for kc|ID project photoshoots on site or other marketing efforts in conjunction with kc|ID Marketing Team.
- Maintaining daily timesheet entries are required, as well as monthly mileage and expenses tracking/reporting. Understanding of project proposals, service budgets and time management will be required; potential eventual project proposal and estimate development.

**The ideal candidate will have:**

- Minimum 5-6 years of experience working on interior design projects in a collaborative Design Firm environment (both residential and commercial experience preferred)
- Minimum 2-3 years of experience in Project Management, preferably in Design Firm environment with internal team set up.
- Bachelor's degree in Interior Design or related field from a CIDA (Council for Interior Design Accreditation) accredited college or university
- NCIDQ Certification is preferred but not required at time of hire; certification will be expected within 2 years of hire. kc|ID provides support for any testing via additional time off and flexibility around studying/testing requirements.
- In depth knowledge of FF&E, color and material is required; Familiarity with the typical Furniture Procurement process preferred.
- Successful experience in all phases of an interior design project, from initial programming and client relations through schematic design/design development, construction documentations and administration and final punch list creation/review.
- Experience in development of Construction Documents and standard industry procedures related to such.
- Knowledge of/familiarity with local building and ADA codes, as well as understanding of resources for updated information and confirmations as required.
- Experience with local Austin permitting process pertaining to Commercial Projects is appreciated.
- Proficiency required in AutoCAD, Google Sketch Up, Adobe Creative Suites (Adobe PDF, Photoshop, Illustrator and InDesign most notably), Microsoft Office Suite (Excel, Word, Outlook, Powerpoint), Slack.
- Familiarity with Function Fox timekeeping software and Ivy/Houzz Procurement software a plus.
- The ability and willingness to travel intermittently for out-of-town projects and/or trade shows. Typically, travel can run anywhere from 2-5 days and is planned a least 1-2 weeks ahead of time, if not months.
- Familiarity with Mac equipment – kc|ID is a Mac based firm.
- Steady and reliable personal transportation. Project errands, meetings, site visits and other efforts require consistent access to a vehicle.

**The ideal candidate will be:**

- Flexible, willing and able to focus on multiple projects in various stages of development at one time.
- Passionate about all markets of design and excited to explore new types, sizes and scopes of projects.
- A planner who can complete tasks on schedule, including strong self-prioritizing and time-management skills with little to no supervision.
- Highly organized and interested in managing multiple aspects of projects, including financial and creative details.
- Detail oriented, observant and a critical thinker; offers excellent analytical and problem-solving skills based on evidence, historical experience, and other resources available.
- Ability to work both independently and in a collaborative team environment or with a direct supervisor – kc|ID is a highly collaborative firm.
- Honest and trustworthy, with a positive attitude and friendly demeanor.
- Ready to collaborate in a mostly in-office environment. kc|ID requires in-office work during bulk of hours Monday-Thursday with flexible remote Fridays (pending any booked meetings or other in-person requirements).

Please submit work samples along with your resume and cover letter to [careers@kellecontine.com](mailto:careers@kellecontine.com) with the subject line: "Project Designer + Project Manager Application". References required. Submissions that do not include all of the items stated above will not be reviewed.