



Technical Design Lead

kc|ID, LLC is a boutique, full-service interior design firm in Austin, TX, specializing in high-end residential, multifamily/student housing, and commercial projects ranging from hospitality to private healthcare offices. We are seeking an experienced Technical Design Lead to support technical production across residential and commercial projects and serve as a firm-wide software and documentation resource.

This position will begin at approximately **30 hours per week**, with the long-term goal of evolving this into a full-time position if the responsibilities and workload of the role expand. Compensation will be based on the candidate's experience and skill level.

kc|ID provides paid time off, company holidays including the employee's birthday, continuing education units, philanthropy opportunities, team-building events, a SEP-IRA following one year of employment, merit-based bonuses, and monthly cell phone/mileage reimbursement. We do not currently provide healthcare benefits.

Role Focus

The Technical Design Lead works under the direction of project leads and designers to translate approved design concepts, sketches, selections, markups, and project information into **accurate, coordinated, and buildable technical documentation**.

This role is intentionally focused on the **technical execution and production side of interior design**, rather than creative direction, client management, or project design leadership. The Technical Design Lead should enjoy being the person who takes the approved and communicated design direction and figures out how to document it accurately, coordinate it properly, and get it ready to build.

Project Production Responsibilities

- Coordinate with project leads and designers to understand approved concepts, selections, sketches, markups, and design decisions; identify missing information and obtain clarification needed for accurate documentation.
- Produce and maintain residential and commercial drawing sets, including as-built plans, schematic floor plans, reflected ceiling plans, finish plans, furniture plans, lighting and power plans, interior elevations, sections, and details.
- Develop detailed drawings for cabinetry, millwork, stonework, architectural steel, custom furniture, and other custom features, applying appropriate code, material, and installation requirements.
- Maintain drawing accuracy, graphic consistency, layer standards, annotations, dimensions, and file organization.
- Develop and update SketchUp models, scenes, and animations; prepare and format model views for presentations, with potential opportunities for full renderings.
- Develop and manage written and physical specifications for approved selections, including finish, fixture, equipment, and hardware schedules, quotations, samples, and related records.
- Perform quality-control reviews of internal technical documentation and coordinate drawings and specifications with third-party consultants to identify inconsistencies, omissions, and conflicts.
- Provide construction-phase technical support, including shop drawing and submittal review, addenda and revision sets, supplemental details, and record drawings.
- Attend key project, consultant coordination, and construction meetings and conduct site visits as needed to understand changes, confirm quality and accuracy, and review documentation against built conditions.

Firm-Wide Software and Technical Responsibilities

- Serve as the team's technical resource for AutoCAD for Mac and SketchUp, providing troubleshooting, support, and periodic in-house training.

- Assist with developing and improving production workflows to support efficient, accurate, and coordinated project documentation.
- Review, revise, and maintain firm-wide drawing, documentation, and file standards in coordination with leadership and the marketing/branding team.
- Assist leadership in researching and evaluating software opportunities, upgrades, version changes, AI integration, and other technology improvements, considering efficiency, accuracy, cost, third-party coordination, and industry competitiveness.

Candidate Qualities

- **Production-minded and collaborative:** Takes pride in thorough, well-organized technical work. Initiates support to all design team members through thoughtful questions and practical technical solutions. Prefers a focused work style with minimal involvement in Client-facing presentations, finish and fixture sourcing, scheme building, or overall design concept development.
- **An independent technical interpreter:** Can translate sketches, markups, selections, verbal direction, and meeting notes into clear documentation. Once design decisions are communicated, determines the appropriate technical detailing without requiring step-by-step drafting instructions and seeks clarification when information is incomplete.
- **Detail-oriented and analytical:** Identifies missing dimensions, inconsistencies, coordination issues, and potential field conflicts before they become construction problems.
- **Independent within direction:** Expected to understand and produce highly detailed drawings and specifications. Once the design direction and desired outcome are established, this person can independently determine the appropriate documentation approach, propose to Lead Designer for approval and development, and assemble required documentation set to execute proper design deliverables.
- **Organized and deadline-oriented:** Manages production responsibilities across multiple projects, maintains priorities, meets deadlines, and communicates proactively when additional information or direction is needed.
- **An effective technical teacher:** Confidently troubleshoots software and workflows and helps team members develop more efficient ways of working.
- **Positive, pro-active and professional:** Is dependable, approachable, accountable, self-motivated, and comfortable working in a fast-paced, collaborative design environment.

Required Qualifications

- A minimum of **seven years of interior design experience**, including both residential and commercial projects, with substantial emphasis on technical production and construction documentation.
- A bachelor's degree in interior design or architecture.
- Demonstrated understanding of the documentation needed to move an interior design project from schematic development through construction.
- Strong knowledge and practical application of applicable local, state, and national codes, ADA/accessibility requirements, industry drawing standards, and appropriate installation and detailing of interior finishes, fixtures, and other elements.
- Expertise in AutoCAD for Mac, SketchUp, Adobe Creative Suite, and Microsoft Office applications.
- Familiarity with Mac equipment; kc|ID is a Mac-based firm.
- Reliable personal transportation for project meetings and site visits.
- Flexibility for periodic travel to out-of-town projects and site visits.
- Availability to work in a collaborative, in-office environment. kc|ID works in the office Monday–Thursday, with remote Fridays subject to meetings or other in-person requirements. The daily schedule for this part-time role will be discussed and confirmed with the selected candidate.

Familiarity with Google Workspace, FunctionFox timekeeping software, and Slack is preferred.

Application Requirements

Please submit your resume, examples of professional construction documentation work, and a cover letter to careers@kellecontine.com, using the subject line **“Technical Design Lead.”** References are required. Submissions that do not include all requested application materials will not be reviewed.

Expenses associated with the interview process, moving, and relocation are the applicant's responsibility.