

DAVID COLLINS STUDIO

MID WEIGHT DESIGNER ROLE OVERVIEW

FOCUS OF THE ROLE:	This is a project production role - focussed on supporting the day to day delivery of the project
REPORTS TO:	Senior Designer or Project Designer (if no Senior Designer in team)
DIRECT REPORTS:	Oversee Graduate Designers / Designers day to day
MEETING INVOLVEMENT:	Internal team meetings
EXPERIENCE:	Minimum 4 years experience in Interior Design role Experience working across at least two sectors (Private Residential, Commercial Residential, F&B, Hospitality, Retail) Experience working at all project stages

DAY TO DAY RESPONSIBILITIES:

- .Comfortable to explore/discuss creative concepts, making suggestions at appropriate stages in the project
- Produce drawings to the highest standard and DCS template requirements
- Support across the administrative aspects of a project e.g.: filing, source suppliers, manage incoming and outgoing drawings, catalogue presentation boards, etc
- Managing incoming and outgoing drawings by printing, collating and filing them immediately according to the established filing system – computer and paper
- Proactively participate in internal team meetings and creative reviews; explore and discuss creative concepts at appropriate stages in the project
- Assist in researching, selecting and collating appropriate and fit-for-purpose finishes, sanitaryware and hardware that support the design
- Attend internal review meetings and assist with any issues as they arise
- Assist in the development and preparation of scheme designs
- Attend final site visits with senior designer(s) and assist with any FF&E or styling requirements
- Detail specific project requirements e.g. furniture sketching, electrical drawings, models etc.

ROLE RESPONSIBILITIES

DESIGN MANAGEMENT

Creative Process Focus:	Providing support to senior team to ensure that project concept is delivered
Design Process Involvement:	Drawing and design production for all stages. Ensuring operational functionality for own work produced

Studio Design Ethos & Values:	Understands the design values and is beginning to understand how to communicate them
Design Communication:	Communicates ideas effectively in internal discussions and presentations using a range of tools - hand sketching, verbal, references etc.
Research Skills:	Investigates options internally and externally from known and new sources

PROCESSES

Deliverables & Reporting:	Contributes to design decisions and understands the impact these decisions have on deliverables
Time Management & Productivity:	Ensures timesheets are completed weekly Able to manage own workload to meet deadlines Communicates if work is at risk of not meeting a deadline and offers solutions to the team lead
VE / Cost Management:	Able to rationalise design to meet project cost targets, whilst maintaining design integrity
Brief & Expectations:	Understands how the client brief can be aligned with the studio design values and ensures the design work relates to the brief
Quality control:	Understands the standards required and is responsible for the quality of own work produced
Software:	Fluent in key design tools, flexible approach to learning software

STUDIO

Team work / people management:	Builds collaborative and constructive team relationships, gives and receives feedback well Oversees workflow/deliverables for Designers and Grads in terms of delegation of tasks and communicates within project teams Proactively lends a hand to others and leads by example
Client, Consultant, Supplier & External Team Communication:	Confident when engaging with clients and external team
Knowledge Sharing:	Actively contributes towards knowledge sharing and encourages Graduate & Designers in their roles
Studio Culture & Values:	Makes meaningful contributions to the studio outside of their job role Participates in studio wide steering groups, suggests breakfast workshop speakers