

DAVID COLLINS STUDIO

JOB TITLE	Designer
REPORTS TO	Senior Designer (SD) (Project Designer or Associate if no Senior Designer in team) - Overseen day to day by Mid-Designer/Designer
DIRECT REPARTEES	None
FOCUS OF ROLE	This is a project production role - focused on supporting the day to day delivery of the project
MEETING INVOLVEMENT (INTERNAL)	Internal Team Meetings
CREATIVE PROCESS FOCUS	Providing support to senior team to ensure that project concept is delivered
PEOPLE MANAGEMENT	Supports Mid Designer in overseeing Grads in terms of day to day activities
DESIGN PROCESS	Drawing and design production for all stages. Internal design administration
QUALITY CONTROL	Understands the standards required and is responsible for the quality of own work produced

DAY TO DAY RESPONSIBILITIES

- Proactively participate in internal team meetings and brainstorming; explore and discuss creative concepts at appropriate stages in the project
- Assist other team members in the development and preparation of design schemes
- Produce AutoCAD drawings to the highest standard and DCS template requirements
- Detail specific project requirements e.g.: furniture sketching, electrical drawings, models, etc.
- Attend site visits with senior team members, taking notes; assisting with any FF&E or styling requirements during the final visits
- Attend internal review meetings and assisting with any issues as they arise
- Support across the administrative aspects of a project e.g.: filing, source suppliers, manage incoming and outgoing drawings, catalogue presentation boards, etc

WHAT THIS PERSON NEEDS TO KNOW

- Technical understanding of aspects of interior design, architectural design, furniture design and product design
- Knowledge of design industry and other related industry trends
- A knowledge of materials

ATTRIBUTES NEEDED TO BE A GOOD FIT FOR THE ROLE

- Eye for design
- Willingness to learn
- Enthusiasm, Intuitive
- Organised and efficient
- Team player
- Ability to think creatively and strategically

EXPERIENCE, SKILLS AND QUALIFICATIONS

ESSENTIAL

- Degree or equivalent in Interior Design, Furniture Design or Architecture
- Proven experience and developed creative ability gained from a related design practice (likely to be 2 - 4)
- Listening and interpreting instructions correctly
- Interpersonal: building strong effective working relationships, both internal and external
- Visualising other people's ideas
- Sketching and drawing
- AutoCAD 2D/3D
- MS Word
- MS Excel
- Sketch-up
- Photoshop
- InDesign

DESIRABLE

- MS PowerPoint
- Illustrator
- Other 3D modelling software