

# DAVID COLLINS STUDIO

## DESIGNER ROLE OVERVIEW

FOCUS OF THE ROLE:	This is a project production role - focused on supporting the day to day delivery of the project
REPORTS TO:	Project Designer or Senior Designer Overseen day-to-day by Mid Designer
DIRECT REPORTS:	None
MEETING INVOLVEMENT:	Internal team meetings
EXPERIENCE:	Minimum 2 years in Interior Design role (includes internships)

### DAY TO DAY RESPONSIBILITIES:

- Assist other team members in the development and preparation of design schemes
- Produce drawings to the highest standard and DCS template requirements
- Deal with all design related administration
- Managing incoming and outgoing drawings by printing, collating, and filing them immediately according to the established filing system – computer and paper
- 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 site visits with senior team members, taking notes; assisting with any FF&E or styling requirements during the final visits
- 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. Internal design administration
Studio Design Ethos & Values:	Understands the studio core design values
Design Communication:	Able to communicate ideas clearly using hand sketching and a range of visual tools
Research Skills:	Researches internal project options and from existing sources independently

## PROCESSES

Deliverables & Reporting:	Understands how design decisions are developed into deliverables at different stages
Time Management & Productivity:	Ensures timesheets are completed weekly Delivers to deadlines given by the team accurately and efficiently Communicates in good time if work is at risk of not meeting a deadline
VE / Cost Management:	Beginning to understand how cost impacts on design value and understands how to investigate cost savings
Brief & Expectations:	Actively works to understand the brief and its requirements
Quality control:	Understands the standards required and is responsible for the quality of own work produced
Software:	Actively builds on skills in design tools, disciplined in digital standards, seeks help where needed

## STUDIO

Teamwork/people management:	Builds good team relationships and is aware of what is happening outside own workflow Supports Mid Designer in overseeing Grads in terms of day-to-day activities Works collaboratively with the team, offering support to those who may need it
Client, Consultant, Supplier & External Team Communication:	Demonstrates politeness and warmth when dealing with external contacts
Knowledge Sharing:	Actively participates in knowledge sharing opportunities
Studio Culture & Values:	Actively engages with the studio culture and values and attends studio wide initiative and meetings Participates in studio wide steering groups Actively owns personal development goals and participates in learning & development activities