



## SENIOR INTERIOR ARCHITECT/INTERIOR DESIGNER

The Verve Partnership crushes the status quo of everyday interior architecture with an approach to design centered around people, purpose, and place.

All three must work harmoniously together to cultivate innovative environments and inform a design that is relevant, intentional and works as a tool to improve our clients business goals.

The end results? Happy clients and award-winning spaces.

What does your future look like here?

We are small boutique and nimble and intend to stay that way; which gives you the opportunity to design your potential. We are a collaborative team of interior architects, designers, brand strategists and graphic designers. We are united in our passion for creating dynamic design solutions with a strategic edge. As individuals, we are talented and insanely passionate about what we do.

At Verve, we're passionate about working WITH (not FOR) great people and live by our values:

- Tenacious – we are reverent and clear in our purpose
- Transparent – radically transparent with our clients and with each other
- Intentional – our approach, choices and outcomes are done with purpose and meaning

We are a flat organization that focuses as much on our organization's goals as we do our personal goals. Our employees live a balanced lifestyle with purpose, where our lives define our work, not where work defines our lives. Our leadership team is constantly providing opportunities for career professional development, relationship building through industry organizations, generous paid time off, bonus opportunities and flexible hours from the office and at home. We are constantly in good company with great people.

Did we mention we've been "hybrid" since our inception? W

We're of the opinion that it matters less when and where you get your work done, but that you meet deadlines and the expectations of your job as a Sr. Interior Designer.

Our office is in Charm City, in the Hampden/Woodberry neighborhood of Baltimore City, where you will find award winning restaurants, breweries, art galleries and coffee houses, all within walking distance. We are also within walking distance from the Hampden/Woodberry light rail stop.

AND Just like our studio-Baltimore is small but mighty which makes it an easy place to live, work and play.

So-If you love design, dogs, wine, coffee and camaraderie, take a look at our opportunities and let's chat!



## SENIOR INTERIOR ARCHITECT/INTERIOR DESIGNER

### Primary Job Functions:

To act as the main point of contact for clients, continually communicating and documenting decisions throughout all phases of design, including daily management of project budget and schedules. Follows company project management process and steers design project team to inspired results that align with client goals and expectations.

### Essential Roles & Responsibilities

- Tracks project budgets and schedules to align with proposal and project work plan structure
- Leads team in client communication and directives with project trouble shooting
- Documents all meetings, files accordingly and distributes to project team
- Manages consultant relationships, deadlines and drawing coordination
- Tracks team resources, time spent and alignment with project scope
- Works closely with Studio Director for staffing and resource management
- Leads team in project permit submission, coordinates drawing review and signing/sealing with Architect of Record

### Qualifications and Education Requirements

- Bachelor's degree in interior design or related field
- Has NCIDQ qualification or NCARB
- PMP or PSMJ training a plus

### Required Skills

- Highly organized individual able to lead multiple projects at a time
- Ability to logically think through actions and propose solutions
- Exceptional written and verbal communication skills to clients and team members
- Experience managing teams of 2-4 people
- Strong proficiency in Revit, Adobe Suite, Bluebeam and Microsoft Projects
- Experience executing the full construction administration process
- Thorough drawing and conducting QA/QC review
- Shop drawing review

### Required Attitude

- Leadership and mentorship of staff and internal project team
- Comfortable coordinating a team of consultants
- Actively participate in status meetings, training classes, read and understand procedures
- Offer unsolicited feedback on how to improve system and procedures when opportunities arise
- Take initiative to make positive change
- Embraces humility and seeks collaboration to foster project success
- Addresses conflict with openness and seeks to preserve relationships
- Ability to admit fault and use as a learning opportunity
- Speaks in "we", not "me"



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### Required Results

- Maintain client and consultant relationships with regular communication
- Review team member time sheets and provide reports to Studio Director for alignment with project bud gets and billing
- Knowledge of project scope of work and work plan in order to monitor project scope and track additional service client requests, as needed
- Adhere to and track approved budget for project delivery
- Continued organization and further development of project management process
- Consistently delivers project updates to clients

Required Cognitive Skills

- Flexibility to jump in anywhere on a project, to lead or provide support
- Works efficiently and at a brisk pace
- Understanding and awareness of the importance of project management responsibilities
- Can change directions quickly without being overly flustered or bothered
- Seems comfortable with pace and pressure of deadline driven industry
- Decisiveness to be able to make decisions in the field on behalf of the client and Verve

### Required Habits

- Act with professional level of conduct and behavior at all times
- Good communications skills i.e. articulates concerns, alerts others to problems
- Looks for solutions when confronted with roadblocks
- Flexible and open to new ideas and feedback
- Consistent file management

### Success Looks Like

- Projects are completed on time and on budget
- Client and consultant relationships are maintained for future collaboration
- Team cohesion and morale is maintained for future projects
- A client who sings your praises
- A completed project that aligns space with culture and brand to accurately reflect the organization
- Regular assessment of project status to support overall Verve vision and goals

We don't believe in just finding a fit; we believe in finding the right fit. If you are a highly organized individual that is looking for an opportunity to help lead and drive our project management process, we'd love to hear from you!