

STEPHANIE BROWN INC.

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INTERIOR DESIGNER POSITION DETAILS

Firm Profile:

Stephanie Brown Inc. is a Vancouver-based Interior Design firm specializing in high-end residential design. As a full-service firm, all projects receive singular focus and attention to detail, from concept through to completion. The firm's projects are located across BC, and in Hawaii, California, and the Bahamas. Notable projects have been featured in Architectural Digest, Canadian House & Home, Style At Home, California Home + Design, Western Living and others.

What we Offer:

SBI's office is centrally located in the Armoury District, surrounded by many other design showrooms and resources. The open-plan office allows for fluid communication and collaboration with other team members.

The team is focused and hard-working; but also enjoys flexibility, independence, and special social events to reward ourselves and promote work/life balance. Team members are encouraged to further their careers and are given support to acquire continuing education or attendance at networking and social events. The firm offers a comprehensive benefits package, and compensation for mileage and parking.

Job Title:

Interior Designer

Job Description:

Interior designers at Stephanie Brown Inc. conceptualize and actualize the various elements that comprise the interior design of clients' homes. They need to design spaces that are functional as well as visually pleasing; adhering to classic design principles, and modern construction codes & guidelines. Projects can be broad in scope, ranging from new construction and whole-home design, to the choice of furnishings and decor.

Key Design Duties include (but are not limited to):

- Determine project scope and goals, through client interviews
- Create project fee estimates and contracts
- Perform site visits, and full documentation (photographs, measuring, floor plans)
- Establish project schedules, and determine process/division of work with team members
- Create project concept boards
- Carry out project research, actively engage with consultants
- Produce floor plans, reflected ceiling plans, elevations, and details using AutoCAD LT for Mac
- Produce 3D computer renderings using Sketchup, or stylized hand-drawn sketches
- Select Plumbing fixtures, Appliances, Hardware, Light Fixtures
- Select Interior and Exterior colours and materials
- Select Furniture, Rugs, Window Coverings, Decor and Art
- Input selections into Presentation and Specification Documents
- Receive direction from and collaborate with other team designers
- Present ideas and review progress with design team via scheduled meetings
- Attend meetings and communicate with clients, contractors, sub-trades and suppliers
- Conduct site meetings to oversee the execution of design details, and troubleshoot unforeseen issues
- Provide ongoing design administration during construction, or project execution
- Complete and/or assist with goods' quotations, orders, and tracking
- Plan and oversee product shipments, storage and deliveries or complete move-ins/staging/installations

The role includes Office Duties listed below (but not limited to):

- Greeting office guests
- Answering phone calls
- Working with other staff to maintain office cleanliness, supplies, and the sample library

- Attending meetings with suppliers and reps

An [Intermediate/Senior Interior] Designer at Stephanie Brown Inc. must have:

- Formal Interior Design education from an accredited institution
- Minimum 4 years post-grad relevant work experience
- Passion for and experience with high-end Residential Design
- Creativity, originality, and appreciation for various design styles
- Excellent written and verbal proficiency in English
- Confidence with verbal presentations and client/colleague interactions
- Excellent computer skills (on Mac): AutoCAD LT, Pages, Numbers, Mail, Calendar
- Proficiency with SketchUp modelling is a desirable asset
- Proficiency with Photoshop or graphics programs are an asset
- Experience and confidence designing and detailing custom millwork using AutoCAD
- Experience and competence working with detailed specifications such as Appliances and Fireplaces
- Experience creating complete drawing packages (floor plans, RCP, elevations, details, specs)
- Knowledge of single-family home construction methods, procedures, and timelines
- Knowledge of BC Building Code
- Knowledge and confidence with appropriate material/product selection and specification
- An eye for scale, proportion, and spatial awareness
- Insight into emerging design trends, and those which are passing
- Ability to contribute to creative design conceptualization
- Ability to manage multiple projects and deadlines
- Excellent mathematical skills, whether measurements (imperial & metric) or monetary
- Excellent organizational skills
- Excellent time-management skills
- Self-disciplined and motivated; capable of working independently
- Must have own means of reliable transportation for travel to meetings/showrooms

It is important to be interested in:

- Changing trends and advancements in design and architecture
- Our local design community
- Personal career development and continuing education
- Supporting the firm's growth and success

Cover Letters, Resume's, and digital Portfolio's may be sent to info@stephaniebrownc.com