



JOB OPPORTUNITY – INTERIOR DESIGNER ASSOCIATE I

Hartshorne Plunkard Architecture (HPA) is an architecture, planning and interior design firm that practices nationally from our Near North Side studio. Named AIA Chicago's 2018 Firm of the Year, HPA delivers multi-use commercial, multi-family residential and hospitality projects that share a common sensibility toward placemaking.

We have a job opportunity for an **Interior Designer Associate I** who will be responsible for supporting the development of interior design concepts, technical drawings and specifications, while working in collaboration with the Interior Director, Project Managers, and project team.

RESPONSIBILITIES

- Works with Architectural and Interior Design teams to develop the interior design through all stages including concept, schematic, design development, construction documents, and construction administration
- Assists with space planning, concept development, and vision imagery
- Develops graphics and finish material-boards for inclusion in design proposals and presentations
- Researches, evaluates, and specifies FF&E, lighting, material and product options, consulting with manufacturers and vendors
- Prepares, coordinates, and details construction document sets
- Works within project schedules to prioritize tasks and coordinates the completion of documentation required from concept design through construction
- Reviews shop drawings and material submittals, and conducts on-site observations
- Collaborates and communicates effectively and professionally with multidisciplinary team members, including clients, architects, contractors, consultants, vendors and suppliers

REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited Interior Design or Interior Architecture program
- 3-5 years experience with an architectural or interior design firm preferred
- Proficient in Revit, Enscape, AutoCAD, Adobe Photoshop and InDesign
- Ideal candidate will be self-motivated, hardworking, creative, reliable and have a positive attitude
- Thorough understanding of the technical process for large-scale interiors projects, including interior design practices and standards, FF&E specification, and construction document assembly
- Ability to work collaboratively in a team environment
- Ability to adapt to workplace variety, and a willingness to assume responsibilities and challenges
- Ability to effectively meet deadlines and manage multiple projects
- Excellent communication and presentation skills, with the ability to convey design ideas clearly and effectively

BENEFITS

HPA offers a unique experience surrounded by a diverse group of professionals, and great potential for personal and professional growth. We offer competitive compensation (\$26-\$30/hour depending on experience) with available benefits including:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Short Term Disability
- 401K/Profit Sharing Plan
- Mentorship/Opportunities for Professional Development

For consideration, please submit a sample portfolio with your resume to the following e-mail: careers@HPArchitecture.com.

