

SENIOR INTERIOR DESIGNER

Dallas, TX

PRIMARY FUNCTION:

The designer is responsible for creating drawings, specifications, and renderings for the layout of furniture and any other object specified for the space. The designer is also responsible for explaining our placemaking process to clients as well as staying on the forefront of industry trends.

SPECIFIC RESPONSIBILITIES AND DUTIES:

- Assist on sales calls to gain better knowledge of the following:
 - Listening session
 - Programming information
 - Overall vision for the space
 - Be prepared to speak to workplace strategy and how it can benefit the client
- Meet with internal clients (sales/project managers) on specific projects to determine scope of work to be accomplished and deadlines for completion
- Inform your director when a deadline cannot or will not be met in order to determine a course of action
- Execute work, which may include one or more of the following:
 - Generate Floor plans (New, revisions, Reconfigurations)
 - Note any questions/concerns with codes using ADA and TAS standards
 - Note any changes
 - Note any modifications to field applications and update drawings accordingly
 - Provide accurate and detailed furniture installation drawings
 - Note types of products being specified
 - Provide 3D renderings to illustrate details concerning furniture, layout or areas of concern
 - Verify field dimensions and update plan accordingly
 - Generate specifications list off of floor plan
 - Generate file analysis reports for reconfigurations/inventories
 - Review project with supervisor to assure job is specified correctly



SPENCER + COMPANY

Workplaces that transform.

- Provide copies of plans, sifs, renderings and necessary information to the project manager for double check
- Send double checked work to sales to convert to an order
- Provide color boards, sign-off packets, renderings, fly-through's, virtual reality walk-through and other presentation media (to be discussed on a per project basis).
- Placemaking
 - The designer is responsible for preparing for large presentations. This includes but is not limited to:
 - Strategy sessions with sales prior to presentation
 - Placemaking process review
 - Workplace knowledge presentation
 - Workstyles presentation
 - Placemaking assessment survey
 - Writing design concepts based on information learned in the listening phase
 - Implementing a plan based on workplace strategy and reviewing it with the client

**WE
DON'T
FILL
SPACES,
WE
CREATE
PLACES.**

We're a team of passionate collaborators, experienced, knowledgeable and deeply committed to delivering innovative, turn-key solutions that meet the demands of a diverse and ever-changing workforce.

On behalf of Spencer + Company, thank you for your interest in joining our team.

To apply for the Senior Interior Designer position, please email a resume and cover letter to:

Lauren.Adams@spencerandco.com.

If we see a fit, we'll reach out within one week. We know applying takes time. Thank you in advance for yours.



SPENCER + COMPANY

Workplaces that transform.