

creativetonic

lead interior designer

A Lead Interior Designer will work closely with our Principal Designer, Project Managers, and our in-house procurement team to deliver exceptional projects to our clients within budget, on time, and with creativity and vision. The ideal candidate must be creative, self-motivated, and have a strong work ethic, a passion for design, and an eye for emerging trends.

responsibilities

- Assist with or directly oversee multiple projects, including planning and manifesting the creative direction along with your team;
- Provide creative input on design schemes and project boards;
- Building and rendering 3D models to convey design, material, and FF&E specifications;
- Create plumbing and lighting layouts;
- Produce and/or assist in customer's furniture layouts and space planning in CAD;
- Prepare CAD drawings and specs for custom furniture design and millwork;
- Source and select product, flooring, carpet, lighting, furniture, tile, paint, wallpaper, draperies, fabrics, trims, and other decorative elements in line with the firms' general aesthetic;
- Request quotes and create purchase orders and proposals;
- Collaborate with architects, lighting designers, A/V contractors, developers, builders, general contractors, vendors, and fabricators;
- Liaise with workrooms on custom pieces;
- Meet with clients as needed, including coordinating pricing on design projects;
- Oversee construction and installation of materials on site;
- Coordinate furniture deliveries and installations with our in-house procurement team;
- Create and maintain budgets, schedules, and timelines for projects;

- Maintain client invoices, including consulting fee hours; and
- Maintain client's expectations with constant contact and updates on each client project.

job requirements

- 3 – 5 years of interior design experience;
- Bachelor's Degree in Interior Design preferred;
- Previous experience in all phases of interior design, from programming through construction, staging, and completion;
- Strong conceptual design and design development skills and knowledge of design styles, periods, and icons;
- Proficiency in AutoCAD and Microsoft Office Suite required;
- Knowledge of 3D rendering programs;
- Studio Designer, Asana, Photoshop, and Illustrator experience a plus;
- Familiarity with local and national resources (e.g., showrooms, workrooms, antiques dealers, and boutique shops);
- Organized and detail-oriented;
- Openness to direction and feedback;
- Articulate in verbal and written communications and confident in delivering a high-end client experience; and
- Some travel will be required.

about our company

Creative Tonic Design is a full-service boutique interior design firm in Houston, Texas, serving clients nationwide. Courtney and her experienced team of designers pour their hearts and souls into every home they touch. From architectural and construction consulting to full-home renovation and comprehensive design installation, Creative Tonic Design tailors its approach to meet its client's unique needs.