



TMP Architecture, Inc. is an architectural firm specializing in the planning and design of facilities for life-long learning. We are committed to a collaborative, team-driven approach to problem solving and provide the highest level of design excellence and service for our clients.

INTERIOR DESIGNER

TMP is looking for a full-time Interior Designer. This position requires proficiency in AutoCAD, Revit, and Adobe Creative Suite. Candidates must have strong design and communication abilities focusing in the planning, design, and management of projects for educational markets. A collaborative, team-based attitude is a prerequisite for joining our dynamic team of Interior Designers.

MAJOR AREAS OF ACCOUNTABILITY

- Perform interior design assignment with minimal supervision.
- Establish color and finishes for building projects and assists in projects.
- Keep sample library updated.
- Meet with manufacturer's representatives when needed.
- Select building colors and finishes for department head review.
- Prepare presentation boards for clients.
- Prepare color and finish schedule for contractors.
- Prepare furnishing and equipment plans where required.
- Prepare cost estimates for proposed furnishings.
- Prepare furnishing specifications and working drawings.

MINIMUM REQUIREMENTS

- **Education**
Bachelor's Degree in Interior Design or equivalent
- **Knowledge and Skills**
Ability to read architectural drawings
Good drafting skills, color and composition sense
Functional knowledge of textile and carpets
Committed to meeting deadlines
Strong work ethic
Strong design skills
Exceptional communication skills
Excellent collaboration ability
- **Previous Experience**
One year of relevant experience

ENVIRONMENT/PHYSICAL DEMANDS

The physical demands of this position are primarily sedentary in nature. The job is performed primarily while sitting at a desk or in meetings with others. There may be prolonged use of a keyboard and computer. There may be occasions when there is a need to lift items weighing 10 pounds although rarely. Some additional lifting and physical exertion may be required due to the routine requirements of travel.

TRAVEL REQUIRED

Some travel required throughout State of Michigan and possibly bordering states may be required.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.