



## **Interior Design Project Manager**

**Job Code:** R18005\_Interior Design Project Manager

Cline Design Associates, PA., is an award winning multi-disciplinary architectural firm with offices in Raleigh and Charlotte, North Carolina. Our expertise is in multi-family housing, mixed-use, commercial, urban planning, retail, recreation, and interior design. With in-house Architecture, Land Planning, and Interior Design, we are able to provide integrated design services that position our clients for success in the marketplace. With our design philosophy, combined with a realist approach, and dedication to quality assurance, we have attained a reputation as one of the leading firms in North Carolina.

We are searching for an Interior Design Project Manager for our Interior Design studio in our Raleigh office. Candidate must possess strong project management skills to handle multiple projects simultaneously with projects in varying stages of design. Must be able to manage clients by presenting viable solutions to client needs and can lead client to all phases of the interior design process. Candidate must also have practical experience in Revit.

### **Responsibilities:**

- Manage projects from conception to completion, and ensure project schedules and budgets are met
- Prepare proposals/contracts of budget and scope of work
- Perform interior design assignments that include conceptual design, schematic design, design development & construction documents
- Develop space planning concepts and generate program documents
- Participate in selection of furniture systems and specifications
- Provide project team coordination for finish plans, specifications, and material selections required for construction
- Work with consultants, furniture dealers, product reps, and fabricators to meet overall project objectives
- Coordinates work with other disciplines
- Manage client expectations, team communication and consultant coordination
- Participate in business development and marketing efforts
- Mentor and develop Interior Designers

### **Requirements:**

- 5+ years of experience with commercial interiors (3 years' minimum experience as a Project Manager)
- Strong knowledge of the design process, including FF&E, furniture systems and specifications, color and materials
- Outstanding graphic and presentation skills
- Revit experience is mandatory. Proficiency in Autocad as well as advanced knowledge of Photoshop, Illustrator, and SketchUp
- Ability to work well in a team environment
- Ability to communicate design ideas and direction quickly
- Proven leadership, organization, communication and relationship management skills
- Bachelor's degree in Interior Design or Architecture from an **accredited** college or university mandatory
- **Portfolio submission required**

With an open office concept, our culture is collaborative, fast-paced, and team-oriented. Our ideal candidate is someone who fits into that culture by being self-motivated to learn fast, with a desire to make a positive impact on those around them.

To join our dynamic firm, please e-mail resume and portfolio to: [michellem@clinedesignassoc.com](mailto:michellem@clinedesignassoc.com). Please include "Interior Design Project Manager" in the subject line. No phone calls, please. Cline Design is an EOE