



Interior Designer

Reports to: Principal, Associate Principal, Project Architect, or Project Manager depending upon the scope of the project and project assignment.

Classification: Exempt

Date: 05/24/2019

Welcome to RTA Architects, a team comprised of seasoned leadership, visionary architects, and dedicated support staff. Since our founding in 1975, RTA Architects has created award-winning architectural and interior designs for the Colorado built environment. We specialize in healthcare, education, retail, and commercial projects, delivering beautiful functional buildings that serve the unique needs of their users and owners. We are proud of our collaborative work ethic, deep community ties, and that the majority of the work we do is with previously satisfied clients.

In your new position as part of the firm's Interior Design team, you will expand your craft and collaborate with architects and designers who are profoundly impacting many of the area's greatest projects such as the Pikes Peak Summit Complex, the Saint Francis Medical Center, and innovative educational facilities across the state. Your role will be multi-faceted, highly engaging, educational and present leadership opportunities. Your primary duties are to work collaboratively with the Interior Design team, architectural project team, and assist with the overall effort in meeting deliverable milestones, including supporting design, development, and documentation for all phases of projects, and project types. You will also be capable of leading and participating in client and team meetings and will be relied upon for your attention to detail, a proactive positive attitude, and superior communication skills.

From our office in beautiful downtown Colorado Springs, our culture is open and collegial. You'll interact with many teammates and will find yourself engaged by multiple people at the same time. You will be part of a firm where you will be working under seasoned professionals who truly value mentorship while helping architects and designers expand their skills.

And while you are learning from us, we want to learn from you. You'll provide input to help RTA continually improve our documents and systems and seek to obtain progressively higher-level assignments on a variety of projects. Come ready and excited to share your experiences, ideas, and career growth desires with us.

Specifically, the candidate will be responsible for:

- Adherence to office standards and procedures.
- Positive client relations.
- Assisting with client/project coordination.

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- Collaborating on architectural and interiors projects, programming client needs, conceptual design, schematic design, design development.
- Providing project team coordination for the finish plans, furniture plans, specifications and material selections required for construction
- Facilitating communication with consultants, contractors, fabricators, specification writers and regulatory agencies to meet overall project objectives
- Keeping current on the state of the interior design profession through review of periodicals, continuing education through seminars, and participation in professional organization activities.
- Perform any task as requested.

The above duties are typical of the position, but are not all-encompassing. The individual should be competent in these areas. Each person is expected to assist with duties required to deliver a high-quality product, on schedule and within budget. Specific job tasks will be delineated in the Project Task List as assigned for each project. Reclassification of an employee's job description is at the discretion of ownership.

Qualified applicants must have:

1. Bachelor's Degree of Interior Design or Interior Architecture.
2. Minimum of five (5) years Interior Design experience within an architectural/interior design firm.
3. NCIDQ certification.
4. Thorough knowledge of interior building materials and specifications, construction administration and installation, furniture specifications, and furniture bid documents, mechanical, electrical, plumbing and data coordination.
5. A high level of architectural knowledge.
6. Excellent communication and relationship management skills to facilitate meetings with the client and project staff.
7. Creative thinking ability and aesthetic sensitivity.
8. Planning experience preferred with Healthcare, Commercial, or Education project types.
9. Working knowledge of lighting design and building codes.
10. Strong skills regarding: job knowledge, communication, leadership, planning, teamwork, decision-making, judgment and problem solving associated with all phases of a project.
11. Required computer skills: AutoCAD, Revit, Photoshop, Illustrator, and MS Office.
12. Experience and leadership skills as required by Ownership.

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Work hours are 8 am – 5 pm, Monday – Friday. Salary dependent upon experience and skills, plus benefits.

To apply, send a PDF or Dropbox link containing your cover letter, resume, and a portfolio of your professional work to employment@rtaarchitects.com. Please include your name and the position Interior Designer in the subject line.

For more information about RTA, please visit our website at www.rtaarchitects.com, or check us out on [Facebook](#) and [LinkedIn](#). RTA is an equal opportunity employer.