



Interior Architect - Project Manager

SV Design is an award-winning architecture and interiors firm with offices on the North Shore and Cape Cod. Residential specialties include custom homes, renovations, interiors, and furnishing services. SV Design has an extensive and growing portfolio of commercial, multifamily, academic, institutional, and educational work. For over three decades, SV Design has been transforming lives through exceptional design, earning a reputation for elevating the communities in which we work. For more information, visit our website: svdesign.com

Job Summary:

SV Design, Beverly, is looking for a full-time professional, self-motivated, and highly organized individual to join our residential team. The ideal candidate is a creative, energetic team player that is a good multi-tasker and eager to learn. In this position, you will work under the direction of mid-to senior-level interior designers. You will contribute to the success of the firm by assisting with the design process within interior architecture and furnishings from conception to installation.

Qualifications:

- 6-10 years of residential design experience
- Degree in Interior Architecture or Interior Design from an accredited program required
- Proficiency in AutoCAD, Revit, and Microsoft Office are required
- Proficiency in Studio Designer and Adobe Suite a plus
- Strong communication, problem-solving, and professional written skills.
- Detail-oriented, team-oriented, and self-motivated with a professional work ethic
- Ability to read construction drawings and prioritize tasks across multiple projects.
- This is an in-office position at our Beverly, MA location. Any interested candidate must be within reasonable commuting distance of this location.

Responsibilities:

- Manages multiple small/medium projects, coordinates all aspects of assigned projects, and estimates scope of work.
- Has full responsibility for managing all aspects of multiple small to midsize projects. Prepares strategic plans for project success.
- Responsible for the coordination of all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects.
- Serves as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction.
- Actively manages client budgets, schedules, and programs; project communications and documentation; office administrative tasks; and project team assignments.
- Estimates fees, determines scope of work, and prepares proposals and contracts.
- Responsible for design and presentation drafting on interior design projects, including schematic design tasks and design development.
- Plans, designs, and furnishes interiors of residential, commercial, or industrial buildings.
- Formulates architectural designs that are practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving lifestyle.

To apply, please email theresa@svdesign.com with your cover letter and resume.