

# OLIVER BURNS STUDIO

## JOB DESCRIPTION

<b>Job Role:</b>	Junior Interior Designer
<b>Location:</b>	No. 16 The Old Silk Mill, Tring
<b>Hours of Work:</b>	Monday to Friday, 09:00 – 17:00
<b>Reporting to:</b>	Senior Associate

## OLIVER BURNS STUDIO

Oliver Burns Studio is an award-winning luxury architectural interior design studio. A global force in design, where beauty and function combine to deliver *Thoughtful Luxury*.

We are at the forefront of innovation and creativity; we are considered thought leaders in super-prime design and we strive to push the boundaries of what is possible.

Our ethos of '*Thoughtful Luxury*' is evident at every stage of the design process, brought to life by the way we curate, collaborate and narrate, creating designs that go beyond the aesthetic. Collaborating with world renowned artisans, the studio delivers elegant, quietly luxurious spaces that are felt, rather than formulaic.

## OVERVIEW

- As Junior Interior Designer you must be able to demonstrate a clear passion for design, be confident, loyal, trustworthy and creative.
- You must have an appreciation for luxury, art and beauty.
- You must be a team player, proactive by nature, charming, flexible and have great instincts for the work and the team around you while always being open to feedback.
- You enjoy building professional relationships with colleagues, clients and suppliers.
- You always support the studio's mission of delivering the world's best projects while maintaining our ethos of *Thoughtful Luxury*.

## EXPERIENCE

- Experience in supporting all aspects of a super-prime project from concept to completion, on-site and snagging.
- Experience with managing project costs and budget awareness throughout the project lifecycle.
- Excellent supplier and product knowledge, including that of bespoke artisans, super prime-level suppliers and awareness of gallery level pieces.
- Good understanding of technical side of design & willingness to learn the art of beautiful detailing.
- Excellent presentation skills using InDesign & Photoshop.
- Growing knowledge of materiality and an exceptional eye for detail, with an instinctive

# OLIVER BURNS STUDIO

- ability to create tasteful colour palettes and design schemes with the senior team.
- Knowledge of key players in the world of super prime design.
- Impeccable spoken and written communication skills.

## THE ROLE

- Responsible for supporting the team to successfully deliver all client projects including the design & day-to-day running of the projects with a strong knowledge of Interior Architecture and FF&E.
- Assisting with the preparation of concepts, mood boards, preliminary and final design presentations using various digital and traditional media, particularly Adobe InDesign.
- Excellent time management skills and preparation ahead of internal and external review deadlines, ensuring the ability to successfully work across multiple projects and taking on feedback at each stage.
- Supporting the Senior Designers in client meetings in a confident and thoughtful way, responding to complex questions across multiple projects.
- Excellent design skills and ability to convey your design ideas through sketching and detailing.
- Actively seeking and sharing inspiration and references from a wide range of sources outside of the business, to support the creative development of the studio.
- Maintain excellent communication skills both verbal and written with a sophisticated, confident manner, for both internal and external communications.
- Producing technical drawings and support with tender packages in AutoCAD as required across multiple projects.
- Supporting and where needed, managing the selection, budgeting, scheduling, and procurement of FF&E.
- Liaising with suppliers, subcontractors, and the on-site team to ensure all deadlines are achieved with the smooth delivery of each stage and that any issues are resolved professionally.
- Self-motivated with the ability to work quickly and efficiently in an organised manner and with positive energy.
- Software skills: Adobe Suite, AutoCAD, Sketchup, Microsoft Office Suite and ESTI-PC