

OLIVER BURNS STUDIO

JOB DESCRIPTION

Job Role:	Interior Designer (Mid-Weight)
Location:	No. 16 The Old Silk Mill, Tring
Hours of Work:	Monday to Friday, 09:00 – 17:00/ 10:00 – 18:00
Reporting to:	Design Director

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 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 in 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 both supporting and where needed, managing all aspects of a super-prime project from concept to completion on site and snagging.
- Experience of managing project costs and budget awareness throughout the project lifecycle.
- Excellent supplier and product knowledge, including bespoke artisans, super prime suppliers and gallery level pieces.
- Highest standard of technical knowledge.
- Growing knowledge of materiality and an exceptional eye for detail, colour, and knowledge of key players in the world of super prime design.
- Impeccable spoken and written communication skills with the ability to manage and influence cross functional supplier teams to ensure delivery.

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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 Designer 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.
- Design and develop beautiful bespoke furniture including case pieces, upholstery, lighting and joinery, ensuring super-prime technical detailing is developed.
- 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 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 a positive energy.
- Software skills: Adobe suite, AutoCAD, Sketchup, Microsoft Office Suite and ESTI-PC