

OLIVER BURNS STUDIO

JOB DESCRIPTION

Job Role:	Senior Interior Designer
Location:	No. 16 The Old Silk Mill, Tring
Hours of Work:	Monday to Friday, 09:00 – 17:00
Reporting to:	Design Director and Director of Projects

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.

We are the studio called upon when only the exceptional will do, entrusted with the world's most prestigious commissions, from landmark private residences and the most special hospitality projects to yachts and spaces of *rare significance*.

Although proudly British, our work extends to the world's UHNW hubs, from heritage estates in the English countryside to pioneering residences across the Middle East's dynamic cities, shaping not just the skyline, but the stories of those who live within it. Through our *Thoughtful Luxury* philosophy, we craft environments that go beyond the aesthetic: designs that nurture wellbeing, inspire connection, and embody artistry, innovation, and integrity.

OVERVIEW

- As Senior Interior Designer you must be able to demonstrate a clear passion for design, be confident, loyal, trustworthy and creative.
- You must be a team player, proactive in nature, 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 and at all times supporting the senior team in expanding the studio's network of contacts.
- You always lead by example and support the studio's mission of delivering the world's best projects while maintaining our ethos of *Thoughtful Luxury*.

EXPERIENCE

- Experience in managing all aspects of a super-prime project from concept to completion on

OLIVER BURNS STUDIO

site and snagging.

- Proven track record of managing project costs and budget awareness throughout the project lifecycle.
- Excellent supplier and product knowledge, including FF&E and finishes.
- Highest standard of technical knowledge.
- Expansive knowledge of materiality and an exceptional eye for detail, colour, and knowledge of key players in the world of design.
- Impeccable spoken and written communication skills.

THE ROLE

- Responsible for the successful delivery of client projects including overseeing the design & day-to-day running of the projects in great detail, either autonomously or as part of a team.
- Preparing 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 take on feedback at each stage.
- Leading 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.
- Have 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.
- Managing the selection, budgeting, scheduling, and procurement of FF&E.
- Liaising with suppliers, subcontractors, and the on-site team to ensure the smooth delivery of each stage and that any issues are resolved professionally.
- Ensuring you have an understanding of contractual design deliverables so you can support the Directors in achieving core business goals.
- Self-motivated with the ability to work quickly and efficiently in an organised manner.
- Software skills: Adobe suite, AutoCAD, Sketchup.