



Associates III Interior Design Denver, Colorado

Senior Interior Designer Opening

At Associates III Interior Design (A3) we create custom homes for clients that captures their distinctive styles and personalities through intentional design choices. We believe it is in the listening, watching, and understanding of people in their daily work and play that advances good design. Meticulous about quality, small details, and sustainability, our team takes an inclusive, collaborative approach to each project.

Our mission: Create the best designs. Source the finest products. Practice environmental stewardship.

We have a rare immediate opening for a Senior Designer to join our team. If you are a residential interior designer with creative design expertise who has extraordinary project management skills and thrives in a service-oriented environment—we are looking for YOU!

The ideal candidate for this position has exceptional organizational skills, thinks respectful communication is a key component of all design, and can lead meetings while simultaneously prioritizing and managing tasks under deadlines with ease and in a professional manner. Candidates should be passionate about sustainability, possess a strong work ethic, take initiative to solve problems, and be motivated by continuous improvement.

Primary Responsibilities

Lead design teams and projects proactively, to include but not limited to:

- Manage and direct project teams
- Orchestrate multiple clients and project deadlines
- Attend and lead client and project team meetings
- Presentation strategy and preparation
- Develop and manage budgets and project timelines
- Careful keeping of hourly time and expense records
- Review and approve client billing/ invoicing
- Relationship building with internal and external teams: client, architect, contractor, consultant, and vendor interaction and communication
- Lead design and selection of fixed finishes and furnishings (FFE)
- Manage implementation of designs into AutoCAD
- Write specifications, review and redline shop drawings and architectural plans
- Field coordination with project team members and subcontractors
- Travel to project sites: field surveys, furniture installations, showroom visits, etc
- Work closely with Purchasing Coordinator for furnishings
- Implement sustainability at each step in the design process
- Coach and mentor junior team members
- Delegate work assignments
- Daily administrative tasks (i.e. calls, emails, filing, research)

Minimum Qualifications, Required

- 8+ years Residential Design Project Management experience
- CIDA accredited graduate, Interior Design Bachelor's Degree
- Knowledge and familiarity with high-end showrooms and product lines
- High proficiency in AutoCAD, MS Office, Adobe Creative Suite (Photoshop & InDesign)
- Commitment to sustainable design practices

Additional Skills, Preferred

- NCIDQ
- LEED or Sustainable Accreditation
- Purchasing background
- Construction management experience
- Familiarity with Studio Designer 2.0

A3 Core Values

- We truly care for people and planet
- We act with integrity
- We practice environmental stewardship
- We work collaboratively and think independently
- We step up to challenges
- We continuously improve

Additional Information

- Full time: 40 hours/ week
- Office hours are Monday through Thursday 8am—6:00pm (four-day work weeks)
- Starting salary range \$65,000—\$75,000 (dependent on years of experience and skill level)
- Benefits provided: health, dental, vision, vacation, commuting, and more
- Flexible working arrangement: option of both remote and in office work

Contact

Please forward letter of interest, resume, and your portfolio/ website to careers@associates3.com

Associates III Interior Design is an equal opportunity employer. We will not discriminate against any individual based on race, color, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, parental status, military or veteran status, disability, or other applicable legally protected characteristics. Associates III Interior Design provides a workplace environment that allows individuals, teams, and the company to thrive—a place where dynamic, thoughtful, creative individuals actively support each other.