

## INTERMEDIATE DESIGNER

### COMPANY

FORGE is an architectural and interior design firm that has served the San Francisco Bay Area since 1980. FORGE's 30-person staff delivers a wide range of talent and experience while maintaining the personalized service of a smaller firm. By adapting our approach and processes to suit the needs of our clients, we can produce large and small-scale projects in equal measure. We offer full-service architectural design and documentation for ground-up construction, adaptive reuse and retrofit, and expansion of existing facilities as well as comprehensive interior design for both end-users and building owners. We emphasize the stakeholder experience, founded on mutual understanding and trust, as the basis for success.

### CORE VALUES

At FORGE, we measure performance based on industry knowledge and application as well as follow through on the company's core values. Our most successful projects have been the result of quality client relationships. Growth and advancement will demand constant challenge and frequent change. However, the following values we share will remain intact: entrepreneurship, balance, development, judgement, and stakeholder engagement.

### ROLE & RESPONSIBILITIES

The Intermediate Designer's primary focus is to support the Project Architect/Designer and Job Captain. Roles and responsibilities include:

- Clarity of Scope: Must have working knowledge of the organizational structure and level of information required for documents at various phases of project development.
- Knowledge: Has a general understanding of materials and methods of construction.
- Willingness to continuously learn or previous experience with building codes and regulations pertaining to interior design
- Proficient in either AutoCAD, Revit, or another BIM.
- Should have the aesthetic sensibility and confidence to contribute design ideas that are respectful of and relevant to the design concept established by lead designer.
- Project Implementation - develop, modify, and review design and production documents according to established standards.
- Develop technical details with oversight from project lead.
- Authorship of documents: implement consistent self-correction methods to verify accuracy of own work and rigor for redlined documents.
- Be familiar with the contracted scope of work and allocated hours for the assigned tasks.
- Maintain a professional level of courtesy while working on many different projects. Open to regular and constructive feedback.
- Self-driven: Able to balance competing project priorities, deadlines and respond quickly to client demands.

### QUALIFICATIONS

*Bachelor's Degree in Architecture; Interior Design*

*Experience with full project development for interior design*

*2-3 years of project-based documentation*

*Design and documentation experience required*

*Excellent graphics, organizational, time management, written and verbal communication skills*

*Basic knowledge of building codes, standards*

*Strong 3D technical capabilities and experience using Revit and/or AutoCAD*

*Passionate about design.*

*Team player with positive attitude!*