

Arrowstreet is an award-winning, Boston-based architecture and design firm, and is comprised of architects, interior designers, planners, and graphic designers who are astute observers, bringing diverse perspectives to every venture. We harness our staff's depth of knowledge and creative thinking to solve the diverse building challenges across a wide range of sectors and building types. From multi-dimensional, urban mixed-use projects to multi-family housing, hospitality, retail, and schools, we are progressive, collaborative, and fresh in our approach.

The firm's projects reflect developing social patterns, business trends and anticipated changes in the natural environment; our designers consider building resiliency, rising sea levels, and environmental sustainability. Arrowstreet approaches each commission as unique and develops thoughtful, forward-thinking design solutions that blend the authentic character of a community with progressive ideas and techniques. We apply new technology to our interdisciplinary practice and have embraced virtual and augmented reality to enhance our design practice and client engagement.

Position Summary

Arrowstreet is actively looking for a talented and engaging Interior Design Director to join our team. As the Interior Design Director, you will have a great opportunity to lead, guide and mentor a team of interior designers, and work closely with a variety of individuals at multiple levels across the firm. You will assist in generating and pursuing business opportunities to expand our Interior Design client base with new and existing clients. In collaboration with other departments and project teams, you will assist us in continuing to push our designs forward to produce high-quality results that make positive impacts on our communities.

Responsibilities

- Lead and inspire the interior design team, provide creative guidance, support, and a collaborative work environment.
- Empower team members to lead individual projects, and design; provide oversight throughout all phases and building types, project schedules, budgets to produce high-quality deliverables within budget.
- Identify and pursue business opportunities to expand the Interior Design client base with new and existing clients.
- Offer expertise on various interior design factors and contribute to firm wide efforts in cross-disciplinary leads and proposals.
- Create project timelines, budgets, and manage the workload of the design team; proactively provide assistance to the team when needed.
- Coordinate with firm's PMs and AST principals to promote an inter-disciplinary design approach and create a smooth integration of Interior Design department that aligns with the firm's strategy and objectives.
- Provides quality assurance for design plans, documentation, and execution of design services.
- Recruits, trains, and mentors' interior designers in department; assists with performance evaluations and provide feedback to HR and AST principals.
- Stays updated on codes, regulations, and environmental standard, including knowledge, and understanding of AST's building performance and sustainability standards.

Qualifications/experience

- Strong leadership skills, willingness to coach and develop interior designers, and collaborate with others at varying levels and departments.

- Minimum of 15+ years' experience working in multiple sectors, multi-family housing, hospitality, life science, retail, schools, and office.
- Bachelor's or Master's degree in Interior Design or Architecture.
- Interior Design Licensure NCIDQ, (Preferred)
- Actively involved and well-connected within Interior's community in and around Massachusetts, especially with product manufacturers and suppliers.
- Strong knowledge of interior detailing, space planning, furniture fabrication methodologies, color, finishes, and staging.
- Up to date with industry trends and best practices, emerging design trends, technologies, and materials.
- Ability to work on multiple projects and maintain effective communication and quality control.
- Proficient in AutoCad/REVIT, Adobe Suite, MS Office, and other design software.

Interested candidates are encouraged to apply. Please email your cover letter, resume, and portfolio to careers@arrowstreet.com