



JOB DESCRIPTION

About Humphries Poli Architects

Humphries Poli Architects (HPA) is a professional corporation founded in 1994 with a commitment to leadership in architectural design excellence. We create livable communities through buildings that ennoble the site, inspire the participants, sustain the resources, and bring joy to users. Notable achievements include the AIA Western Mountain Region Firm of the Year, AIA Colorado Firm of the Year, and the AIA Denver Firm of the Year.

We are located in the heart of Capitol Hill and offer a fast paced and fun place to work.

Interior Designer Job Description Humphries Poli Architects is currently seeking an Interior Designer to support projects ranging from multi-family, civic to municipal, and be involved in the entire design process. Candidates should be proficient in Revit and AutoCAD.

This person will assist in the day to day work associated with the design and production of interior planning, design, and production. Responsibilities include attending client meetings, creating and managing budgets and schedules, sourcing fabrics, wall coverings, furniture and other materials and working with the team to prepare formal board presentations. This person will report to the project manager. Candidates should have experience in schools, libraries, civic facilities, retail, office, multifamily or mixed-use projects.

Responsibilities include, but are not limited to:

- Provide project administrative support to designers and managers
- Assist in managing projects
- Develop strong relationships with vendors
- Assist in producing a schedule of materials
- Assist in requesting pricing of FF&E for budgetary purposes
- Source fabrics wall coverings furniture and other materials
- Assist in preparing client presentations
- As a part of a project team prepare schematic, design development, and contract documents
- Assist in library organization

JOB REQUIREMENTS

Basic Qualifications:

- Bachelor's Degree in Interior Design or Interior Architecture
- Interior design experience, with a preference for experience in multiple building types
- Technical proficiency in Revit, AutoCAD and Microsoft Office



- Sketch Up experience is a plus
- Strong written and verbal skills
- Strong organization, planning and prioritization skills
- Within Revit: Should know how to create and modify families and parameters, know how to do scheduling and production.
- A Top Candidate: Best candidate will be hopping around from team to team supporting all Interior Design needs. Need to be a collaborative and team-oriented person.
- Performance Metrics: Will be measured on organization, planning, and prioritization.

Benefits:

- Medical, Dental, Vision and Life Insurance
- Vacation/Sick/Holiday Pay
- 401k
- Half Day Fridays 4/9 and 1/3 days

HOW TO APPLY

If this sounds like the position for you, please send your resume, salary requirements and work samples to resumes@hparch.com with Interior Designer in the subject line. **No phone calls or agencies please.** *Humphries Poli Architects is proud to be an AA/EEO employer and all qualified candidates will receive consideration without regard to characteristics protected by applicable local, state or federal law, such as race, color, sex, age, religion, national origin, physical or mental disability, pregnancy, marital status, veteran or military status, genetic information or sexual orientation.*

