

**INTERMEDIATE
INTERIOR DESIGNER**
Toronto Studio



1 - INTRODUCTION

KIRKOR Interior Architecture (KIA) is an internal, interior design studio within the main practice of KIRKOR Architect and Planners. We understand this studio as interior architecture, as the work is internally governed by the same contractual arrangements as our architecture practice, is fully integrated with the KIRKOR's "Project Life" work-flow processes and project delivery strategies, and receives the full support of the KIRKOR Partnership.

The current work of KIA is principally in support of KIRKOR's architectural projects, specifically in architectural sector of large-site residential intensification, mixed-use, retirement care and living, supportive housing (i.e. adults with intensive needs, hospices, etc), community-based housing, affordable housing, and community based special projects (i.e. community centres, clinics, faith based places of worship and schools, etc). We are actively working to expand our services to include hotel development (core and shell) and, most importantly, finding strategies to deliver more housing within more affordable means and methods.

KIRKOR Architects and Planners has been in practice for nearly 50 years, and the Interior Architecture studio has been active and growing since 2017. The initiation of this studio was to provide an integrated (and coordinated) architecture and interior design product for our Clients, harnessing the efficiencies of Building Information Modelling (BIM) where architecture and interior design can work concurrently on one platform, where the outcomes of decisions are live and immediately available for further decision making. Additionally, applying the rigour of KIRKOR standards and project delivery methods, this has created greater room for our Interior Architecture studio to work on the creative narrative of our projects and directly influence architectural outcomes that are aligned with interior design intentions. Our Clients are responding very, very positively to this integrated approach, and since 2017, our work has grown enormously requiring our movement to create a more defined interior architecture practice.

Our tried and true method of encouraging lifelong learning has rewarded us with 50 years of quality relationships, longstanding referrals, and practiced leadership. We take pride in continuing to mentor the next generation of professionals in the architectural industry.



2 -THE LEADERSHIP OPPORTUNITY

KIRKOR is seeking an experienced, Intermediate Interior Designer/Interior Architect (ARIDO, or OAA) with 7 - 10 years of professional experience to join our growing interior design studio which supports our architectural project work principally in Ontario and now growing across Canada.

As an emerging Interior Designer/Architect, our goal is to mentor and develop this individual into our future Studio Lead for Interior Architecture. Working closely with the Partnership, and senior members of our firm, this individual will ultimately be responsible for the further creation of KIRKOR's interior aesthetic, the day-to-day implementation interior design concepts into the necessary presentation and documentation deliverables and will ultimately assist in the growth of the studio through strategy development with the Partnership concerning specifically Interior Architecture.

At this time, KIRKOR's Interior Architecture work is based solely on projects started through the primary architecture practice. However, with the right individual we hope to grow into Studio Lead for Interior Architecture, the Partnership is ready to support to stand-alone Interior Architecture projects which may be developed through new relationships from our Interiors studio. Simply, we will mentor and support your growth into a Studio Lead for Interiors, and we will support your outreach and client development as we grow together.

This role is ideal for an experienced designer who is confident managing interior design components independently, contributes strategically to project creation and delivery, and collaborates closely with Senior Designers, Project Managers, Principals, and Partners. The successful candidate will support and emerging team members through strong collaboration and mentorship consistent. Due to leadership nature of this position, remote work will need to be reviewed on a candidate by candidate basis, but participation in studio is most encouraged.



3 - KEY RESPONSIBILITIES

- Develop, administer and participate in exploratory workshops with Clients and Key Stakeholders in the creation and refinement of interior design programming.
- Conducts programming efforts such as space planning, layout and utilization of furnishings and equipment, lighting and color coordination.
- Continually fosters a commitment to engaged and positive client service. Ensure clients are informed of project progress, and maintains open, respectful and honest communications with our clients, and their assigns, when soliciting decisions, clarifications, negotiating, and resolving critical issues in a timely way.
- Contribute to the development of interior design concepts, schematic design, and design development in accordance with client requirements, project scope, and applicable codes.
- Develops innovative design concepts which are aesthetically creative, innovative and current, practical, safe and aligned with the intended purposes and function which is reflective of client goals and within project budget, and with the overall architectural use and programming narrative.
- Lead or support colour selection, finishes, and material palettes.
- Implements all phases of a design project which includes contracts, budgeting, scheduling, planning, design, documentation, specifications and construction, including the selection and specification of furniture.
- Lead, prepare and coordinate interior architecture
- Prepare, coordinate, and correct detailed drawing packages (using the documentation tools and standards of KIRKOR, including AutoDesk REVIT, BlueBeam) during all phases of design work

3 - KEY RESPONSIBILITIES (CONT'D)

- Produce written documentation related to project including agreements, meeting documentation, transmittals, memoranda, using KIRKOR standard forms, AI software, and markup tools.
- Coordinate, and at times initiate coordination, with the Architect (including KIRKOR, when KIRKOR is the architect of record), project consultants, trade contractors, authorities having jurisdiction, and client to seek or give direction, to seek or provide clarifications, and to further decision making for the project.
- Participate in, and may lead, design presentations, coordination meetings with consultants, trade contractors, etc.
- Assist KIRKOR's partnership and architectural staff in the development, and observance of schedules, including coordination of deliverables by the architectural staff to ensure timely issuance of Interior deliverables.
- Reinforce the KIRKOR core belief in collaboration through the development and nurturing of positive relationships with project consultants, trade contractors, authorities having jurisdiction, vendors, public relations, marketing firms, and others who support KIRKOR's work and client base.
- Direct responsibility to initiate, follow-up and document communication with other project disciplines, vendors, and contractors to ensure incorporation of all information into project requirements and provides support as necessary, through all phases of the project.
- Assist in supporting, developing and growing interior standards, details, libraries and specifications. Lead and/or support research on materials, construction detailing, specifications, sustainable practices, and emerging trends. Present this research to the KIRKOR partnership and studio with the foresight of possible implementation into KIRKOR's work.
- Review, provide timely feedback and direction, update necessary information, and maintain schedules when coordinating presentation materials with external rendering consultants.
- Solicits bids and assists the Project Manager and client in subcontracting fabrication, installation, and arrangement of the materials, finishes, and furnishings required
- Practice, and mentor emerging professionals, well developed skills in reviewing project documents to ensure the incorporation of all information into the project requirements, including documents provided by KIRKOR's architects, project consultants, trade contractors, and applicable authorities having jurisdiction.
- Practice, and mentor in strategies and methods to provide guidance to others which communicate necessary work to ensure the project requirements of the interior design are fulfilled.
- Participate and support project and company promotional activities and the growth of the Interior Architecture practice, including assistance in proposal development, fee creation, and researching growth opportunities.



4 - QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or diploma in Interior Design or equivalent.
- ARIDO or OAA licensure.
- 7 - 10 years of professional interior design experience. Ontario experience is principally required, but experience in other jurisdictions will be considered. Experience in Alberta is an asset.
- Advanced working knowledge of AutoDesk REVIT (KIRKOR is a REVIT only office).
- Working knowledge of BlueBeam Reviewer.
- Advanced working knowledge of Microsoft Office 365.
- Advanced working knowledge of the National Building Code, Ontario Edition (OBC) as it affects your work of Interior Architecture, and direction to the office, consultants and your client.
- Advanced working knowledge of accessibility design standards is a strong asset, including Rick Hansen Foundation, CMHC, CAN/ASC B652:23, OBC, Accessibility for Ontarians with Disabilities Act (AODA).
- Strong working knowledge of presentation platforms in Adobe Creative Suite, specifically Adobe InDesign; other software such as Photoshop, Illustrator an asset.
- Experience with Revit visualization tools (i.e. rendering software) is an asset.
- Advanced interior product knowledge of materials, lighting and furnishings, together with practical millwork and construction detailing, is essential. Strong connections and working relations to industry representatives for various materials is an asset.
- Exceptional writing and conversation skills is essential.
- Exceptional free-hand sketching, and sketch communication skills is essential.
- Experience in mentoring up-and-coming designers into leadership positions is essential.
- Proven experience in time and project management is essential – your input may be required across multiple projects.
- Advanced experience in the review and comment of construction documentation, consultant drawings, shop drawing review, specifications, FF&E procurement documents (prepared by others).

5 - SALARY & BENEFITS

- Annual salary range between \$75,000 - \$95,000.
- Payment of professional dues for registered members.
- Payment of coursework for professional development (upon successful completion).
- Group health benefits.
- 3 weeks' vacation following probation.
- Annual Discretionary bonuses.
- Lunch-and-learn programs and on-site training sessions that count toward continuing education units (CEUs).

6 - PROFESSIONAL DEVELOPMENT, EQUITY & INCLUSION

KIRKOR Architects and Planners is committed to supporting continued professional development and lifelong learning. We foster an inclusive, respectful, and collaborative workplace culture that values accountability, professional integrity, and diverse perspectives.

KIRKOR is an equal opportunity employer and encourage applications from all qualified individuals. Accommodations are available throughout the recruitment and interview process upon request.

7 - APPLICATION

Please e-mail your CV, portfolio, and/or project work list to careers@kirkorarchitects.com with the subject as 'Application - Intermediate Interior Designer'. We thank all candidates for their application, and may only be able to respond to candidates selected for interviews.



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