



**Interior Designer**  
**Bostwick Design Partnership**  
**Cleveland, OH**

**Who we are:**

We are a full-service architectural and interior design firm with offices in Cleveland, OH; Erie, PA; Pittsburgh, PA; and Miami, FL.

We create medical, educational, and civic environments that advance well-being and knowledge.

The Core Values and Principles that lead us are Design, Experience and Partnership:

We choose to make a meaningful and positive impact in our world through the act of *design*.

We shape architecture for its power to form the human *experience*.

We design for others and are fulfilled by creating *partnerships* with our teams and clients.

Our clients include top institutions regionally, nationally and internationally. Our firm received the Gold Medal Firm Award from the Ohio Chapter of the American Institute of Architects, and we were recently awarded the AIA New England Merit Award and the AIA Pennsylvania Bronze Award for the Pennsylvania State University Recital Hall. We also just earned the AIA Cleveland Honor Award for the Mott Branch of the Toledo-Lucas County Public Library.

**Who we are seeking:**

We are a progressive firm seeking an experienced professional with strong design and technical aptitude for immediate opportunities as our Interior Designer in Cleveland, Ohio. This is a design position with responsibility for all phases of work from programming and schematic design through construction administration. This position will allow you to lead demanding, high profile projects in an environment where design excellence is achieved through team collaboration.

**We want you to MANAGE, SUPPORT, COMMUNICATE and INSPIRE.**

*Manage* the interior design process and interior design deliverables.

*Support* our interior design efforts in all four offices and engage in mentoring throughout the firm.

*Communicate* the design intent to owners and manage daily contact with clients.

*Inspire* the visual design process and develop forward-thinking solutions.

**We expect you to:**

Create and develop overall interior design concepts including space planning, selecting and specifying systems, finishes, and furniture in collaboration with multiple design teams. Develop spatial experiences using research and design exploration and convey the look and feel of interior environments within programmatic and technical requirements.

Create and manage interior design and detailing standards and quality control.

Create and coordinate construction documents with a focus on interior elevations, custom millwork, floor and ceiling plans, furniture layouts, and interior details.



Provide furniture design services, including planning, selecting and specifying, preparing bid documents for procurement, managing the bidding process and providing installation oversight.

Create and participate in client presentations.

Participate in marketing, including project interviews.

Maintain relationships with manufacturer's representatives and maintain design library.

Assist in Contract Administration to coordinate documentation required by owners, construction managers and contractors.

**What it takes:**

Bachelor of Arts, Interior Design degree required, preferred from a CIDA Accredited program

Professional NCIDQ certification preferred, NCIDQ certification eligibility required

Membership to IIDA preferred

Proficiency in Revit and Microsoft Office Suite

Experience with Adobe Creative Suite preferred

Creative problem solving and imaginative design abilities

General knowledge of building construction systems and industry associated standards

Excellent organization and time management skills

Ability to meet deadlines in a fast-paced environment

Capacity to work on multiple projects simultaneously

Strong interpersonal, verbal and visual communications skills

Assertive, tactful and enthusiastic personality able to collaborate successfully as part of a team

Ability to take initiative, but also take direction from office leadership

Capable of maintaining discretion and confidentiality at all times

**What we offer:**

Paid time off for holidays, personal time, and accrued vacation

Health, Dental, and Vision insurance

Long and Short-Term disability insurance

401K with employer matching

Discretionary and performance-based bonuses

Strong professional development and mentoring opportunities

Interested candidates should forward cover letter, resume and portfolio to Richard Ortmeyer at [ortmeyerr@bostwickdesign.com](mailto:ortmeyerr@bostwickdesign.com)