



## **JOB DESCRIPTION**

### **Experienced Junior Designer**

Spring 2025

#### About Todhunter Earle

Founded by Emily Todhunter and Kate Earle in 1998, the Todhunter Earle studio has been at the forefront of the international interior design industry for over 25 years. Renowned for creating beautiful, sensitively considered interiors, we are one of only a handful of leading designers to have been continuously included in the House & Garden and Country Life Top 100 Interior Designer registers since these lists first began.

Since 1998 the business has expanded rapidly both in size and scope. Today, the Todhunter Earle team numbers around 25. From our studio in Lots Road, Chelsea we work on a diverse portfolio of projects ranging from both classic and contemporary English country houses, townhouses and apartments to yachts, boutique hotels, ski chalets, villas and an assortment of other beautiful residences worldwide. Our design ethos continues to be discreet, unpretentious and relaxed, with an emphasis on creating timeless interiors of sanctuary and comfort.

**For more information visit [www.todhunterearele.com](http://www.todhunterearele.com) or our instagram profile @todhuntereareleinteriors**

#### Role overview:

As a Junior Designer, you will be part of a three-person team comprised of Emily Todhunter, the Senior Designer and yourself. Your team will work across 3 to 6 projects at once. You will assist your team in executing the design vision for a project, and in meeting contractual obligations on behalf of Todhunter Earle.

This is not a first job, but a role that would be ideal for a well organised and a confident communicator, ideally a university and design school graduate with around two years' experience in a design studio, who is comfortable with multitasking, has good numerical skills, attention to detail and knowledge of suppliers and is confident with AutoCAD, InDesign, the Adobe and Microsoft suites and EstiPC.

This is a full-time role that will provide strong opportunities for gaining further experience of a busy and versatile design studio and of working in a team.

#### Job responsibilities:

Providing support to the Senior Designer in all the activities that they undertake to design, project manage, budget and account for a project, including:

##### **1. Interior design process:**

- Updating furniture layouts and elevations on AutoCAD
- Assisting the Directors and Senior Designer in sourcing and scheming fabrics and furniture
- Reviewing plans and elevations
- Updating comprehensive schedules (sanitary ware, lighting, finishes etc)
- Costing and processing orders on EstiPC and managing all stages of the ordering process up to delivery
- Updating furniture boards and presentation packs
- Liaising with suppliers, architects and the client
- Site meetings
- Installation of the project

## 2. Other tasks:

- Meeting and greeting clients for meetings and preparing tea, coffee, etc for meetings
- Tidying up after client meetings and tidying up the office at the end of every day
- Keeping track of returnable samples and returning them on time
- Maintaining supplies of sample board materials
- Organising couriers, collections and deliveries
- Processing orders and updating estimates
- Running errands, collecting samples, preparing sample boards
- Scanning and printing images

## 3. More general responsibilities:

- Interacting with other design teams for cross-pollination of ideas
- Covering for other design team members, whether they are part of your direct team or another team, as and when required
- Assisting in maintaining a tidy and presentable work environment and helping to keep internal resource libraries (i.e. samples, brochures, completed project portfolios, etc) up-to-date, complete and well organised
- Working with others to file new catalogues, samples, etc.
- Managing all expenses and overheads (taxis, bikes, returnable samples, parking tickets, etc.) and keep them to a minimum
- Maintaining a professional appearance and attending industry events for and on behalf of Todhunter Earle

## Required education, experience and skills:

- Previous 2 year minimum interior design experience
- University and design school qualification preferred, with strong literacy and numeracy skills
- Familiar with AutoCAD, InDesign, Photoshop, EstiPC, Adobe and Microsoft suites – further training will be available if needed
- 3D modelling and or interior architecture experience an advantage
- English as a first language, basic French if possible
- Strong organisation, and communication skills, attention to detail, the ability to multitask and work in a fast-paced environment, be kind, enthusiastic, adaptable and a team player
- Full UK driving licence preferable

## Employment terms:

- **Permanent, full-time position** based in our studio on Lots Road, London SW10
- **Working hours:** 9:30am to 5:30pm, Monday to Friday
- **Competitive annual salary:** industry benchmarked and dependent on experience
- **Bonus:** discretionary annual bonus based on individual performance, as well as performance of Todhunter Earle Interiors as a whole
- **Holidays:** 20 days each year, plus national holidays and generous additional holiday during office closure at Christmas and New Year

**To apply:** Please send your CV, a short portfolio of recent work, and a letter explaining the reasons for your interest in this role (with your salary expectations) to [careers@todhunterearle.com](mailto:careers@todhunterearle.com)