



## FIRMDALE HOTELS

LONDON & NEW YORK

### Interior Designer

<b>Department</b>	Design
<b>Location</b>	18 Thurloe Place
<b>Reporting to</b>	Kit Kemp – Creative Director

#### Company Details

The Kit Kemp Design Studio is known for creating colourful and tailored interiors that combine craftsmanship and contemporary sophistication. Our projects are based worldwide, ranging from design for Firmdale Hotels' award-winning interiors to elegant homes on the French Riviera and large real estate in Palm Desert.

#### Role Overview

Reporting to the Directors and Associates, you will provide Interior Architecture and FF&E design direction and delivery across multiple UK and international projects.

#### Key Duties and Responsibilities

##### Creative Direction

- Lead the creative and conceptual stages of the projects in collaboration with the Directors and Associates.
- Inspire the design team, bring new ideas, source new furniture, antiques, and art, and introduce fresh thoughts to the studio.
- Design and develop beautiful bespoke furniture, including case pieces, upholstery, lighting, and joinery.
- Present and sell concepts and design solutions to clients.

##### Design & Project Management

- Provide strong project leadership and seamless service to clients, ensuring exceptional communication throughout.
- Deliver confident, experienced, and skilled space planning, applying knowledge of the planning process and building regulations where applicable.
- Attend regular internal and external design team meetings and assist designers on the conceptual and technical side of the design process.
- Produce all delivery drawings and specifications to a design intent package level.
- Coordinate and oversee the project's documentation, ensuring comments and revisions are always up to date.
- Develop detailed specifications.
- Support the Senior Management team in producing detailed project timelines with internal milestones, providing regular and timely updates and progress reports to Directors and Associates.
- Manage and check information produced by consultants, sub-contractors, and suppliers.
- Respond effectively to complex questions and troubleshoot problems while switching between various projects.
- Apply strategic thinking to projects by forecasting, identifying, and communicating risks, and bringing ideas and solutions to the table.
- Close projects efficiently, supporting the project team in rectifying snags and wrapping up projects as quickly as possible.

### **Management and Team Support**

- Contributing to setting internal design standards and guidelines, ensuring they are implemented by the team.
- Streamlining processes and procedures to increase quality and efficiency.
- Monitoring the project team's output, reporting back to Senior Management in a constructive manner, highlighting successes and areas for improvement.
- Oversee and support Middleweight and Junior Designers across various projects.
- Mentor and provide guidance on design based queries.
- Redlining corrections, teaching approved processes and ensuring procedures are followed.
- Continuously working towards improving the company, team members experience, growth and studio culture.

### **Qualification & Values**

- A degree or equivalent in Interior Design/Interior Architecture.
- At least 7+ years post-graduate experience with a minimum of 4 years in the luxury residential sector.
- Full proficiency in Adobe Creative Suite and Microsoft Suite.
- A strong background in Interior Architecture, a high standard of technical ability, and broad knowledge of materiality.
- A passion for FF&E with vast knowledge of suppliers, products, and specialist finishes. Experience in procurement would be a plus but is not essential.
- Experience working on all aspects of projects through all stages, from concept to completion.
- An understanding of project programs and deadlines.
- Financial understanding of project costs and budget awareness.
- An exceptional eye for scale, balance, detail, and colour.
- Impeccable and concise communication and presentation skills, both verbal and written. Fluency in spoken and written English is essential.
- Attention to detail: thorough, accurate and focused when accomplishing tasks
- Resilience: adopts a solutions-oriented approach to problems/difficult situations
- Passion: determined to make an impact with a focus on creating a happy and engaged team
- Enthusiasm: shows a keen interest in supporting Kit Kemp, adopting a can-do attitude
- Relationships: builds and maintains effective relationships with team members at all levels
- Versatile: adaptable and ready to take on new challenges.

*This job description is intended as a guide only to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and thus this document will be amended accordingly.*

To apply, please email your CV and cover letter to [recruitment@firmdale.com](mailto:recruitment@firmdale.com)