



OFFICEUNTITLED

4200 Sepulveda Boulevard, Suite 104
Culver City, California 90230
www.officeuntitled.com
October 2025

Entry Level Interior Designer 0 to 3 years of Experience

Job Type: Full Time
Location: Culver City, CA 90230
Salary Range: \$55 to \$70K, depending on experience.

About OFFICEUNTITLED:

OFFICEUNTITLED (OU) is a diverse collective of architects, designers, and strategists, working fluidly between Los Angeles and New York, with global reach. Guided by the expertise of its founders and dynamic leadership, OU's portfolio cuts across architecture, interiors, master planning, and strategic consulting. Untethered by typology or scale, the practice maintains an unwavering commitment to craft, community, and architectural excellence.

UNTITLED represents the creative potential in the unknown and invites an open experience without preconceived biases or limitations from a title or name.

Job Description:

Qualified candidates must be passionate about design excellence and have internship-level Interior Design experience, and a NAAB accredited, or equivalent, degree. The candidate's portfolio will clearly show a strong creative design approach to early work or class assignments and the ability to explore their ideas. This position fits a person who thrives in a fast-paced, multi-tasking environment, values creativity and exploration, and is passionate about project delivery and utmost quality. The Entry-level Interior Designer's responsibilities include:

1. Design and Creative Development

- Support senior designers in developing creative design solutions for projects.
- Contribute to conceptual design ideas and presentation materials.
- Assist in generating design concepts, including materials, furniture, and finishes.
- Help prepare renderings, finish boards, and other visual presentations for clients.
- Participate in team brainstorming and design discussions.

2. Technical Documentation and Project Execution

- Assist with drafting plans, elevations, sections, and details under supervision.
- Update and revise construction drawings based on design team input.
- Support the preparation and assembly of drawing sets and presentation packages.
- Apply established design standards and follow office drawing and documentation procedures.
- Assist with data input for schedules and specifications.

3. Technical Proficiency and Quality Control

- Learn and develop skills in Revit, CAD, Adobe Creative Suite, and presentation tools.
- Perform basic checking and verification tasks on drawings and documents.
- Gain understanding of interior design specifications, calculations, and industry standards.
- Seek feedback and ask for guidance when encountering technical challenges.
- Continue building proficiency with software and drawing standards used by the firm.

4. Research, Professional Growth, and Representation

- Research and select colors, materials, and finishes for project use.
- Perform site surveys, field measurements, and documentation.
- Maintain and organize the materials library and digital resources.
- Support marketing and business development efforts through presentation materials.
- Represent the firm professionally in all communications and interactions.
- Demonstrate curiosity, initiative, and a commitment to continuous learning and professional growth.



DESIRED SKILLS AND EXPERIENCE

Skills

- Fluent in English, spoken and written (2nd language is an asset)
- Proactive, self-motivated individual with a strong work ethic and interpersonal skills
- Able to work independently and meet or exceed deadlines on assigned tasks
- Great interpersonal communication skills and a flexible and open attitude towards new ways of working
- Ability to participate in programming efforts, space plan, draft, and put together design presentations as well as contribute to construction documents.

Experience and Qualifications:

- **Education:** Professional degree in Architecture or Interior Design
- Less than three (3) years of experience required.
- Knowledge of Computer Aided Design tools. Primary software used in the office includes Revit, AutoCAD, Adobe Creative Cloud Suite (INDD, Photoshop, and Illustrator), Rhino, Sketchup, and MS Office Suite Applications
- Experience in Grasshopper and Enscape are a plus
- LEED or WELL accredited professionals are assets

Other Requirements

- Holds all legal permits and visas required to work in the USA

OFFICEUNTITLED is an equal opportunity employer

- Competitive compensation package
- Health Insurance, dental and vision plans, 401k plans (non-matching), and tuition/student loan reimbursement
- Paid vacation, sick leave, and holidays

Please email your resume, portfolio, and cover letter to work@OFFICEUNTITLED.com