



OFFICEUNTITLED

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

Interior Designer (level II) 6 to 8 years of Experience

Job Type: Full Time
Location: Culver City, CA 90230
Salary Range: \$75 to \$93K, 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 a minimum of six (6) years of prior Interior Design experience, and a NAAB accredited, or equivalent, degree. Experience will clearly show a strong creative design portfolio and strong project delivery experience. Candidates must demonstrate experience with innovative materials along with strong technical knowledge of complex building systems and materials often found in creative and hospitality-centric projects. 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. Intermediate Interior Designer's responsibilities include:

1. Design and Creative Development

- Lead the conceptual development and design of interior environments for large or multiple projects.
- Translate client goals and project requirements into innovative and functional design solutions.
- Develop cohesive design narratives, material palettes, and presentation concepts that align with project vision.
- Direct and oversee the preparation of design presentations, renderings, and graphic content.
- Collaborate closely with project architects, consultants, and clients to ensure design integrity and alignment.

2. Technical Documentation and Project Execution

- Lead the development of detailed interior drawings, specifications, and FF&E documentation.
- Manage project documentation through all phases — from schematic design through construction administration.
- Coordinate with internal teams and external consultants to ensure design continuity and technical accuracy.
- Resolve design and construction issues with creative and technically sound solutions.
- Review and oversee documentation produced by junior team members, providing redlines and guidance.

3. Technical Proficiency and Quality Control

- Demonstrate advanced proficiency in Revit, CAD, and Adobe Creative Suite for production and visualization.
- Ensure drawing sets adhere to firm standards, quality expectations, and project requirements.
- Integrate building code, accessibility, and sustainability considerations into design decisions.
- Conduct design and technical reviews at key milestones to maintain quality and consistency.
- Contribute to internal initiatives focused on improving tools, templates, and design processes.

4. Research, Leadership, and Representation

- Research and specify interior materials, furnishings, and finishes with an understanding of performance and cost.
- Lead site surveys and field coordination activities to confirm design intent during construction.
- Mentor and support junior interior designers, fostering professional growth and collaboration.
- Represent the firm in client meetings, presentations, and consultant coordination sessions.
- Support business development through proposal materials, visual content, and participation in interviews.
- Maintain active awareness of industry trends, certification opportunities (e.g., NCIDQ), and emerging technologies.



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 facilitate programming efforts, space plan, draft, and put together design presentations as well as construction documents.
- Client and consultant management skills
- Strong conceptual and design skills, technical detailing & construction administration experience

Experience and Qualifications:

- **Education:** Professional degree in Architecture or Interior Design
- Minimum six (6) years of experience as an Architect/Interior Designer on built and published work
- Comprehensive knowledge of 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
- Knowledge and understanding of furniture specification and procurement with creative office and/or hospitality projects preferred
- Experience working with a leading American or International architecture office including Concept Design, Construction Documents and Construction Administration
- NCIDQ, LEED or Well Accreditations 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