



OFFICEUNTITLED

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

Interior Designer (level I)

3 to 5 years of Experience

Job Type: Full Time

Location: Culver City, CA 90230

Salary Range: \$60 to \$80K, 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 three (3) 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 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. The Junior Interior Designer's responsibilities include:

1. Design and Creative Development

- Participate in the development of interior design concepts and space planning solutions.
- Generate design concepts that include materials, furniture, lighting, and finish selections.
- Contribute to the creative process by preparing conceptual renderings and presentation materials.
- Collaborate with architects and designers to integrate interiors concepts with overall building design.
- Support client presentations by preparing cohesive design decks, boards, and visuals.

2. Technical Documentation and Project Execution

- Develop interior design drawings, including plans, elevations, sections, and details.
- Assist in producing construction documents and specifications with limited supervision.
- Coordinate documentation with architecture and consultant teams to ensure consistency and accuracy.
- Support the design team during bidding, permitting, and construction administration phases.
- Maintain project documentation and assist with schedules and FF&E data entry.

3. Technical Proficiency and Quality Control

- Demonstrate proficiency in Revit, CAD, and Adobe Creative Suite for drawing production and presentation.
- Utilize Revit to develop models, families, and coordinated drawing sets.
- Apply established office standards and contribute to improving documentation processes.
- Conduct drawing reviews and assist in ensuring design intent is properly represented in technical documents.
- Continue to develop technical and code knowledge related to interior architecture.

4. Research, Professional Growth, and Representation

- Research and propose appropriate finishes, furnishings, and materials for design projects.
- Conduct site surveys and assist with field verification during construction.
- Maintain and update project finish libraries and databases.
- Support business development through graphics, presentation materials, and design content.
- Represent the firm professionally in all external communications and client interactions.
- Seek opportunities to deepen professional expertise and work toward interior design certification (e.g., NCIDQ).



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.
- Beginnings of client and consultant management skills
- Strong conceptual and design skills, technical detailing & some construction administration experience

Experience and Qualifications:

- **Education:** Professional degree in Architecture or Interior Design
- Minimum three (3) 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
- Ability to read and comprehend architectural drawings
- Proficient in drawing scales as it pertains to text, dimensions, and viewpoints
- Familiarity with the design process
- Solid understanding of team members' roles, responsibilities, perspectives, and information needs
- 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