



INTERIOR DESIGN PROJECT LEAD FRENCH ASSOCIATES, INC.

Location: Auburn Hills, MI – primarily in-office
Type: Full-Time
Experience Level: 6+ Years Experience
Reporting: Vice President/Senior Associate, Interior Design

The Position: The **Interior Design Project Lead** plays a key role in building and maintaining strong client relationships while bringing a balanced blend of creative vision and technical expertise. This individual confidently manages projects from concept through completion, contributes to overall design leadership, and supports the direction of the interiors team. The ideal candidate is a strong communicator, highly self-motivated, and comfortable taking ownership of both creative and operational responsibilities. Our firm is primarily focused on PreK-12 educational environments, with opportunities to expand into additional market sectors.

Responsibilities: **Interior Design Project Leader**

- Lead interior design projects from initial concept through final installation and project completion.
- Develop and maintain strong client relationships, serving as a primary point of contact for interiors.
- Provide creative direction while ensuring designs align with project goals, client vision, budgets, and schedules.
- Produce and oversee technical drawings, specifications, and documentation.
- Collaborate with and help guide the interiors team, supporting project workflow and quality standards.
- Coordinate with consultants, vendors, and contractors as needed.
- Present design concepts, materials, and solutions clearly and confidently to clients.
- Manage multiple projects simultaneously while maintaining attention to detail and design intent.
- Job Captain duties, when assigned.

Qualifications: **Required Qualifications**

- Bachelor's or Master's degree in Interior Design or Interior Architecture from an accredited program.
- Six (6) or more years of experience working in Interior Design.
- Proficiency in AutoCAD. Knowledge and experience in Revit are desired; training provided to the right candidate as our firm migrates to Revit as an industry standard.
- Proven ability to manage multiple projects simultaneously from design through construction.
- Proficiency in Adobe Creative Cloud, Sketchup and Microsoft Office applications.



- Excellent organization, communication, and team collaboration skills.
- Must be self-motivated, detail oriented with the ability to lead and mentor junior team members.

Additional Skills

- NCIDQ certification; LEED, or similar credentials valued.
- Experience using Revu Bluebeam
- Experience in using rendering software.
- General understanding of the relationship between drawings and specifications
- Experience and/or passionate about designing K-12 spaces.