ARTFULLY HOME
DESIGN

Artfully Home Design is an emerging interior design studio led by founder and design principal Joanna Henricks Swett. We currently have several residential projects ranging from extensive home renovations to furnishings. We're seeking a project manager/designer with 4+ years of residential design experience. This opportunity has potential for growth as the business grows.

Project Manager/Designer

Responsibilities

- Assist with administrative aspects of the interior design business and client projects.
- Source products and materials relevant with design concepts, project needs and aesthetically aligned.
- Demonstrate creativity with design concepts and solutions.
- Communicate with vendors to obtain accurate quotes and maintain organization of quotes.
- Communicate and interface with clients in a professional manner that best represents themselves and the owner's reputation.
- Prepare floor plans and elevations with accuracy and precision using AutoCAD.
- Prepare visuals needed for presentations using Photoshop and Canva.
- Travel throughout suburbs and Chicago to project sites and vendors as needed.
- Materials library organization.
- Entry of interior selections into Studio Designer to generate proposals.
- Must be able to track orders and have good communication skills to expedite
- Organize and input various finish schedules for contractors and architects using Google Sheets.
- Must demonstrate good time management and organizational skills; set and meet appropriate priorities.

Attributes and Work Style

- A successful candidate will be a motivated self-starter with the ability to successfully contribute to multiple projects with varying responsibilities.
- 4+ years of residential design experience.
- Trustworthy.
- Possess exceptional organizational and communication skills.
- Exhibit a high level of initiative and ensure tasks are complete and accurate.
- Can confidently source materials and is well versed in trade specific residential vendors.
- Attention to detail and the ability to prioritize tasks effectively.

Requirements

- Must have reliable transportation for site meetings or project related visits, and will require working in the home office of the principal as needed (located in Downers Grove).
- Flexibility to establish specific remote work days with proven efficiency and productivity.
- Comfortable driving around the Chicago area.
- Must be physically able to carry 40-50 pounds, as it relates to moving accessories, material bins, samples, etc.

Compensation

Commensurate based on experience.