



STRATEGY + DESIGN  
**mackaywong**

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## INTERIOR DESIGN JOB DESCRIPTION | Toronto, ON

**Position:** Project Leader  
**Job Type:** Full-time  
**Start Date:** Immediate  
**Contact:** Melissa Van Loon  
**Email:** mvanloon@mackaywong.com

**mackaywong** is seeking Project Leaders from the Hospitality and Gaming industry, these positions will be reporting to the Studio Director of either the Hotel & Resort or Casino Studio.

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### POSITION DESCRIPTION

Capable of making a meaningful contribution to our design team from initial design through to completion, managing all aspects of the process, including presentation, schematic design, design development, Contract Documents, FF&E Specifications, and Construction Administration within established programmatic requirements, schedule and budget.

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### CONTEXT + OPPORTUNITY

Our Firm is an award winning design house with a relentless focus on creating bold and signature guest experiences everywhere we can. We think of what we do as "social architecture" and we regard design as a business tool that brings strategy to life.

From our base in Toronto and studio in San Francisco we are on a mission to become North America's preeminent Hospitality Design and Strategy resource. Building on 25 years of creating beautiful Restaurants, Bars, Lounges and Casino interiors around the globe, we now have our sights set on working with the worlds most admired Hotel and Resort brands. This is a very important moment in our evolution and here is where you can fit into our plans.

We are currently inviting resumes from hospitality design experts who are excited about taking on a new challenge. We are searching for an experienced hospitality professional with their 6-8 years of knowledge working in the hospitality industry.

In addition to fulfilling the list of required talents, joining our team will mean that you possess servant-leadership skills, a sense of humor and a passion for the art of hospitality.

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### KNOWLEDGE + TALENTS

- » Senior design experience is a must
- » Must have hospitality or gaming experience
- » A strong leader and mentor
- » Highly experienced in space planning
- » Enthusiastic, flexible and passionate about Interior Design
- » Solid understanding of design principals and theory
- » Exceptional time management and written and oral communication skills
- » A team player who can work independently as well
- » Solid experience with standard industry construction methods, detailing and implementations
- » Min. 2 years Experience with contract administration (managing and releasing CCOs, COs, deficiency reviews, site reviews, directing trades, liaison and experience with Procurement companies)
- » Experience developing full FF&E specifications and construction specifications



- » Ability to conceptualize from initial design through to completion
- » A strong understanding of local Building Codes for Ontario
- » Working knowledge of working drawing standards and process
- » Problem solving skills and the ability to identify and frame key issues and offer up solutions
- » Client relationship and project management skills, especially identifying project objectives and deliverables, coordination of internal and external project teams and interface with clients and consultants
- » Experience being client facing and confident leading meetings
- » Working knowledge of budget preparation and proven ability to manage projects within budgetary parameters

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#### **RESPONSIBILITIES**

- » Lead large scale hospitality projects
- » Manage and direct design development of hospitality projects from all phases of Design to Construction completion
- » Proficient in space planning with an emphasis in the guest experience as well as adhering to the Operational demands of the hospitality industry
- » Develop with the team, the overall concept (vision, FF&E)
- » Present the design concept to the client, is able to and sell the creative vision
- » Mentor and work within the design studio
- » Work within the clients established development budget
- » Monitor contractual scope of work relative to client or consultant requests
- » Monitor for potential scope creep and speak with the client regarding additional scope
- » Review, redline and ensure all drawings (plans, elevations, details) and FFE Specifications meet building code and best practices for construction and design
- » Coordinate with Consultants relative to Construction Documents, Tender, and Construction Administration
- » Coordination with team for during Construction Drawings and Contract Administration phases, with an emphasis on contract administration skills
- » Coordination or production of CCDC Construction Specification manual as required
- » Attend and in some cases lead Consultant, construction, and client coordination meetings, conference calls, etc.
- » Answering and reviewing RFI's, Change Orders, shop drawings, Site Instructions with assistance when required
- » Coordination and liaison with Purchasing & Procurement Agency and oversee installation when required
- » Coordinate and manage value engineering process when required
- » Site administration, visits, meetings, documentation of site progress and condition (some travel required)
- » Quality control of site work including Deficiency Reviews
- » Maintain construction standards with the Studio's AutoCAD standard system and filing systems
- » Must have strong interpersonal and leadership skills - with the ability to direct the work of Project Designers to ensure the successful completion of projects on time and on budget

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#### **TECHNICAL SKILL SET**

- » Solid knowledge of InDesign and Photoshop, Illustrator (Adobe Creative Suite)
- » Highly proficient at of Sketch up
- » Working Experience with AutoCAD
- » Comfort with and other architectural design tools would be a bonus

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**REQUIRED EDUCATION + WORK EXPERIENCE**

- » Graduate of an accredited architecture or interior design school
- » 6-8 years experience working on hospitality interior design projects



Sound like the perfect gig for you? Then we'd love to meet you! Please send us your resume and portfolio. While we thank all those who apply, only those selected for an interview will be contacted. No phone calls please.