



MWA, Inc. - Architecture, Engineering, and Interior Design Director of Interior Design Position

MWA, Inc. - Truckee, CA office is seeking a well-rounded and self-motivated applicant for immediate placement as Director of Interior Design for custom residential, multi-family, and commercial projects.

MWA, Inc. is a fast-paced, award-winning, full-service architecture, interior design, engineering, and planning firm located in Truckee, California, just minutes from beautiful Lake Tahoe.

As an established multidisciplinary firm, we serve a high-end clientele, designing exceptional custom residential and commercial projects throughout the region. With an experienced interior design team already in place and a strong, steady pipeline of work, we offer the opportunity to make an immediate impact while contributing to a diverse portfolio of exciting projects.

We specialize in distinctive mountain and snow-country design, fostering creativity, innovation, and collaboration within a vibrant, open studio environment where ideas are shared freely and every voice matters.

Our work is guided by a commitment to balancing community, environmental stewardship, and economic responsibility through thoughtful, sustainable design. Just as important as what we create is how we work. MWA's culture is built on respect, empowerment, mentorship, autonomy, collaboration, personal and professional growth, social responsibility, and a genuine sense of joy. We believe the best ideas come from diverse perspectives, open communication, and a team that enjoys working together.

Visit www.mwa-truckee.com for more about MWA, Inc. and to view our project portfolio.

Qualifications

- MS or BS degree in Interior Design
- 10+ years of professional experience in interior design, with a focus on high-end residential or commercial projects.
- At least 5 years of proven leadership experience, managing design teams within a design firm or architectural practice and delivering successful projects.
- Strong portfolio showcasing innovative, creative design solutions and a broad range of successful interior design projects.
- Excellent project management skills, with the ability to handle multiple projects simultaneously.
- Proficient in computer-aided drawing, presentation tools, and basic office software such as Revit, Excel, Word, Programma, Adobe Creative Suite, Google Suite, and interior design procurement software (such as Studio Designer or similar) required.
- Strong understanding of building codes, ADA requirements, and sustainability practices.

Preferred Qualifications:

- NCIDQ certification or equivalent
- Certification as a licensed professional is preferred but not required
- LEED certification or equivalent knowledge in sustainable design practices.
- Experience in high-end residential, commercial or corporate interiors.
- Strong business acumen with the ability to manage budgets, schedules, and profitability.

Skills:

- Strong visionary and conceptual design skills.
- Exceptional leadership and team management abilities.
- Outstanding client-facing communication and presentation skills.
- Strong business acumen and financial management capabilities.
- Ability to manage multiple high-profile projects simultaneously.
- Deep knowledge of interior design trends, materials, and technologies.

Requirements:

- Physical Body Positions and Movements: Standing, kneeling, bending and sitting for long periods of time. Carrying, use of hands, arms, legs, eyes, ears and voice. Must be able to negotiate rugged terrain on foot and able to drive a vehicle.
- Physical Appearance: Must be presentable.
- Mental: Good design and problem solving skills.
- Language requirements are reading, writing, spelling and ability to communicate clearly in English. Ability to respond effectively to inquiries and complaints.

The Role

The Director of Interior Design is responsible for leading the interior design department, managing large-scale projects, and collaborating with cross-functional teams to deliver exceptional design solutions. This role involves overseeing the design process from concept through completion, ensuring that each project meets aesthetic, functional, schedule, and budgetary goals. This senior leadership role requires a strong design aesthetic, excellent management skills, and the ability to drive innovation while maintaining the highest quality standards.

The Director is also responsible for building and maintaining strong client relationships, mentoring and supervising design staff, maintaining and developing department standards, and driving innovation in design strategies.

This role involves participating heavily in bringing on new clients which includes intro meetings, sales techniques, help with marketing, department standards, estimates, proposals, contracts, scheduling, etc.

- **Interior Design Department Head**
 - Lead and oversee the interior design team, ensuring quality and consistency of design deliverables across all projects.
 - Develop, define, communicate and implement design strategies that align with the company's vision, brand values, business objectives and market trends.
 - Stay informed and ahead about the latest trends, materials, and technologies in interior design and incorporate them into projects.
 - Assist with interviewing and selecting candidates when staffing needs arise.

- Assist senior management in performance reviews of the interior design team.
 - Strategic Planning: Develop and implement design strategies that align with market trends and client needs, positioning the company as a leader in the interior design industry.
 - Work closely collaboratively with senior firm leadership with the opportunity to influence the company's future growth and direction.
 - Quality Control: Ensure the highest standards of quality and design integrity are maintained across all projects, providing final approval for all design plans and presentations.
- **Design Leadership**
 - Oversee the conceptualization, development, and execution of design solutions for multiple projects, from initial concept through final installation.
 - Manage the full project lifecycle, from initial concept and space planning to design development, construction documentation, and final execution.
 - Heavy participation in the initial programming/concept/schematic phase before complete hand-off to the design team.
 - Participation on all projects as needed for overall quality control or input needed for sourcing or design solutions.
 - Oversee the selection of furniture, materials, and finishes to achieve the desired aesthetic and functionality.
 - Build and maintain relationships with suppliers, contractors, and industry professionals.
- **Business Development**
 - Collaborate with the business development team to identify and pursue new business opportunities, attend client pitches, and represent the company at industry events.
 - Participate in implementing, and maintaining effective sales and other programs that provide maximum exposure to new business prospects within the firm's established goals and objectives.
 - Participate in developing and implementing promotional programs and plans; cultivating and developing potential business prospects; preparing proposals, presentations, and qualification packages.
 - Estimate fees, determine the scope of work, and prepare proposals and contracts on the most complex projects.
 - Build and maintain strong client relationships, providing a high level of service, acting as a key contact for high-profile clients, presenting design concepts, and ensuring their vision is realized.
- **Project Management**
 - Oversee all stages of project design and implementation, including space planning, material selection, furniture procurement, and budget management.
 - Ensure all projects are delivered on time, within budget, and meet or exceed client expectations.
 - Coordinate all project efforts in order to ensure effective execution, prepare strategic plans, and serve as primary client liaison.

- Handle the most complex projects of the largest magnitude.
 - Prepare strategic plans for project success.
 - Actively manage client budgets, schedules, and programs; project communications and documentation; office administrative tasks; and project team assignments.
 - Provide oversight and quality control of the work of less experienced team members.
 - Technical Drawings and Documentation: Responsible for accuracy of detailed technical drawings, floor plans, elevations, and 3D renderings using Revit, or other design software
 - Regulatory Compliance: Ensure that designs comply with all relevant building codes, regulations, and accessibility standards.
 - Presentation and Communication: Present design concepts and proposals to clients, stakeholders and senior leadership
 - Problem Solving: Troubleshoot design and construction issues as they arise, providing creative and timely solutions
- **Team Collaboration/Training**
 - Lead, mentor, and manage a team of interior designers, ensuring consistent high-quality work and professional development of the team.
 - Foster a culture of creativity, innovation, and continuous improvement within the design team.
 - Work collaboratively with architects, project managers, engineers, contractors, suppliers, and other internal and external stakeholders to ensure successful project execution.
 - Mentor and provide guidance to junior designers and support their professional development.

MWA Benefits:

Offering a full suite of benefits, MWA, Inc. is focused on investing in our employees who enable our company to fulfill our mission and achieve success. We want to promote balance, so you not only enjoy your work, but also have the time and resources to live your life happy and healthy.

- Medical, Dental and Vision- MWA, Inc. pays 100% of all qualifying employee medical premiums
- Basic Life Insurance
- 401(k) and 401(k) matching (up to 4%)
- PTO, Sick Time, and 7 Paid Holidays
- Remote Work reimbursement
- Team lunches every other month
- Education Assistance
- Flexible schedule

Estimated hourly compensation (depending on experience). The estimated range reflects the value of our total compensation package, including employer-paid benefits, paid vacation, paid sick leave, 401(k) matching, health insurance, and bonus opportunities: \$84.80- \$101.76

The shown upper range of estimated hourly pay is based on 10+ years of experience and proven competence in the necessary skills.

Bonus opportunities

Full time position

Remote work & Hybrid Remote work available **but must be able to work in the Truckee office at least once a week and visit local job sites and showrooms as needed.** CA & NV residents only!

Dog friendly office environment: Well behaved dogs welcome!

Please submit a cover letter and resume with references in PDF format to hire@mta-truckee.com.