

STUDIO ASHBY

Job Description: Associate Designer

Who are we?

Studio Ashby is a London-based interior design studio, founded by Sophie Ashby in 2014. We are a dynamic group of twenty two experienced designers, working across residential and commercial interior design and creative direction in the UK and Internationally. We pride ourselves on our positive, professional and personal approach in all that we do. We work efficiently and collaboratively to bring integrity and soul to interior life.

What do we do?

Our mission is to create habitable spaces with identity. Whether it's a home, a restaurant, a hotel or a commercial development, we apply the same creative approach that starts with envisioning the lives of the people who will inhabit it. We question what inspires them, what moves them and how we can fulfil their desires and support their needs with our design. Art plays a central role in our inspiration and process. Stemming from Sophie's own passion and training in art history, we believe art has a vital place in every interior and no space feels complete without it.

Together with interior design we also provide creative direction. This allows us to create immersive experiences in the environments we design, ensuring the character and style of our clients is felt in substance across all details and touch points. Our creative direction includes many aspects that affect how we experience our environments: from art consultancy and buying to bespoke collaborations, books to uniforms, planting to fragrance. With greater consideration to the many layers that make up our interior world, the deeper the connection we have to it in response.

Relationships are core to all that we do: relationships with our clients, our customers, our suppliers, manufacturers and the many craftspeople and ateliers we work closely with. Our work is a collaborative process involving many different people, and strong relationships are crucial for achieving good results. We believe design should be a positive experience and it's important to have fun along the way.

Job Summary:

As an Associate Designer, you will design and create engaging, insightful, and visually rich environments that explore the intersections of design, art, interiors, antiques, products, and global design culture. You will play a pivotal leadership role, overseeing senior, middleweight, and junior designers across multiple high-end residential and commercial projects, ensuring seamless delivery from concept through to completion. Reporting directly to the Directors, you will guide the team through all RIBA Stages and be responsible for the creative and technical direction of projects, from IA and FF&E design to final installation. This role demands a strong balance of leadership, project management skills, and creative flair. You will also mentor the design team, manage client relationships, and refine studio processes, ensuring the studio's continued success in the luxury interiors sector.

What we're looking for:

We are seeking a skilled Interior Designer / Architect with a passion for design excellence, strategic leadership, and a client-focused mindset. In this role, you will ensure that project teams are fully briefed and supported, taking ownership of the creative, technical, and managerial aspects of the design process, while maintaining the studio's design integrity and quality. You will also be responsible for balancing workloads, leading project kick-off and wrap-up meetings, and troubleshooting challenges that arise during the design or implementation stages.

- A highly creative individual with a passion for design excellence and craftsmanship, offering inspiration and expert knowledge.
- A leader with a keen ability to identify emerging influences in architecture, interiors, art, and travel.
- Confident, loyal, trustworthy, and charming, capable of building strong relationships with clients, project architects, consultant teams, suppliers, contractors, and fabricators.
- A proactive team player with excellent instincts, openness to feedback, and meticulous attention to detail.
- Strong problem-solving skills, demonstrating tenacity in overcoming challenges.
- Highly organised with excellent time management skills, able to work under pressure and meet deadlines across multiple projects.

The ideal candidate must:

- Drive and inspire the design team, ensuring creative direction aligns with the studio's vision and client needs across multiple projects.
- Lead the creative process for each project, ensuring design solutions are both innovative and aligned with the studio's vision.
- Confidently lead client presentations, maintain strong client relationships, and guide them through the creative process.
- Lead internal design team meetings, supporting both conceptual and technical design aspects.
- Oversee designers across multiple projects, ensuring adherence to timelines and maintaining high standards of design quality.
- Impeccable and concise communication and presentation skills, verbal and written. They must be fluent in spoken and written English.
- International project experience is desirable.

Role Responsibilities:

Creative and Design Leadership:

- Oversee the design team's workflow, ensuring that each project is delivered on time and on budget.
- Ensure quality control by overseeing and monitoring output across all projects.
- Set and maintain design standards and guide the development of technical documentation standards, establishing templates and processes to ensure high-quality, consistent project deliverables.
- Lead project kick-off and wrap-up meetings, ensuring that milestones and deliverables are met and that projects are delivered on time and within budget.
- Provide and oversee members of the team providing day-to-day liaison roles with project architects, consultants, contractors, sub-contractors, and other relevant personnel to facilitate effective project delivery.
- Manage project documentation and ensure accuracy in revisions, while coordinating with consultants, contractors, and suppliers.
- Respond effectively to complex questions and troubleshoot problems while working and switching between various projects, ensuring that projects remain on track
- Apply strategic thinking to projects, forecasting, identifying, and communicating risks, and bringing ideas and solutions to the table.
- Oversee all aspects of the FF&E process, including specification, procurement, budgeting, logistics, and installation. Establish and manage programmes to meet deadlines, ensuring projects stay on track without compromising quality or vision.

Technical Detailing and Innovation:

- Promote the use of innovative sustainable materials and suppliers, encouraging the design team to explore sustainability and push the boundaries of design.
- Conduct regular reviews of design documentation and technical detailing, ensuring compliance with studio and industry standards.
- Organise CPD (Continuing Professional Development) sessions, offering tutorials and learning opportunities.
- Lead efforts to help the team refine their skills in technical drawing and IA detailing, ensuring consistency in project delivery.
- Spearhead efforts to enhance technical documentation, establishing templates and processes to improve the quality and efficiency of the studio's outputs.

Financial Management:

- Support the Directors in developing fee proposals and monitor project profitability.
- Regularly review timesheets to ensure projects are on track and align with original budgets and timelines.
- Regularly monitor team progress and productivity, mentoring designers to foster a collaborative, high-functioning studio environment.
- Foresee potential issues with scope movement, programme, or fees, negotiating additional fees when necessary.
- Ensure that sales invoicing is correctly issued and reported to Directors and the financial manager, providing regular updates on project forecasting.

Team Support and Mentoring:

- Lead team meetings and contribute to the studio's evolving processes, standards, and overall culture.
- Provide mentorship and support the design team by fostering an environment of continuous learning, professional growth, and awareness of new materials, suppliers, and design trends.
- Foster a collaborative, motivated, and dynamic studio culture, working to ensure a positive and inspiring work environment.
- Conduct annual performance reviews, regular appraisals, and address under performance constructively to support professional growth and foster strong team cohesion.
- Play an active role in recruitment and team development.

This role offers a unique opportunity to step into a strategic leadership position within one of London's respected high-end residential design studios. If you have a passion for luxury design, strong leadership skills, and a desire to deliver world-class projects, we would love to hear from you.

Please submit a CV, covering letter and portfolio in PDF format to careers@studioashby.com with the subject 'Associate Designer'