

mackaywong STRATEGY + DESIGN

150 John Street, Suite 301
Toronto, ON M5V 3E3
t 416.341.2348
mackaywong.com

**Interior Design Job Description | Toronto, ON**

**Company:** mackaywong
**Location:** Toronto, Ontario
**Position:** Intermediate Designer
**Job Type:** Full-time
**Start Date:** September to October 2026, Vacant Position Available
**Contact:** May Wong
**Email:** studio@mackaywong.com

---

## COMPANY OVERVIEW

**mackaywong** is a boutique interior design and branding studio that is passionate about bringing brilliant social spaces to life. Our award-winning team dreams up exciting and complex projects such as casinos, hotels & resorts and entertainment venues throughout Canada and the United States. Our HQ is in Toronto's bustling Entertainment District, and our new loft-style studio is designed for collaboration, innovation, and rewarding work. At **mackaywong**, our employees' well-being is a top priority, and we are committed to helping our designers grow professionally and thrive creatively.

This is an exciting opportunity to make a big impact, quickly grow your professional skills, and work with a team of brilliant dreamers and doers.

---

## JOB DESCRIPTION

We are seeking an Intermediate Interior Designer to join our growing team of creative professionals. The ideal candidate will bring a minimum of five years of relevant hospitality and entertainment design experience, ideally with hotel projects, along with a strong commitment to design excellence. They are curious, agile, detail-oriented, and confident contributing across all phases of the design process, from concept design through to contract documents.

---

## REQUIREMENTS

- A bachelor’s or master’s degree in interior design or architecture
- A min. of 5 years of relevant hospitality & entertainment design experience
- Proficiency in AutoCAD, Revit, Sketchup, MS Office and Adobe Creative Suite
- Excellent written and verbal communication skills and teamwork abilities
- Strong organizational and time-management skills, high attention to detail
- Good working knowledge of Ontario Building Code

mw

## RESPONSIBILITIES

- Offer well-researched concept ideas and develop presentation materials.
- Prepare and oversee design development phase deliverables, inclusive of operational floor plans, drawing set up and coordination to guide final Contract documents, modelling updates and presentation renders.
- Create, delegate and review FF&E specifications.
- Lead, mentor, motivate and develop team members, especially juniors.
- Lead and manage the drawing review/redlining process and communicate results internally to the design and production teams.
- Initiate Building Code reviews and ensure compliance. Develop designs based on resolution of building code as well as technical issues (i.e. w/ consultants).
- Ability to assume small to medium project management roles from design to completion with guidance from the Project Leader; distribute accurate meeting minutes, complete project filing, help manage overall project budget and participate in ongoing communication with the client group, consultants and more.
- Complete a detailed site measure (including M&E).
- Prepare and manage Tender Addendums, RFI's, and other tender administration tasks.
- Attend construction meetings as needed and complete deficiency walk-through and summary reports.
- Supervise art and signage installations as needed.

## WHAT WE OFFER

- A unique opportunity to join a small, but brilliant team of creative professionals
- A collaborative and inspiring work environment located in Toronto’s Entertainment District
- Opportunities for professional growth and development
- A competitive total compensation package designed to support your financial, physical, and personal well-being, including salary, comprehensive health and wellness benefits, a company-supported retirement savings program, and opportunities for professional growth and development
- A condensed 40-hour work week designed to give you a head start on the weekend with Friday afternoons off, while ensuring project responsibilities and commitments are met
- Salary Range: $65,000 to $75,000

## HOW TO APPLY

Join our award-winning creative team and start your journey at **mackaywong** today!

If you are a talented and motivated Intermediate Interior Designer, please send your resume, cover letter and portfolio to ***studio@mackaywong.com***.

At **mackaywong**, we value diversity and equal opportunities and welcome applications from all qualified individuals. We sincerely appreciate your efforts in advance to apply. Primary consideration will be given to candidates who meet the requirements and qualifications outlined in the job description.