

Interior Design Intern – Summer 2023 (paid)

Job Description

In this role, you will be immersed in the Vancouver design industry by managing the studio library, coordinating, and staging photoshoots, interfacing with industry partners, and supporting the design team in project-related work. The **Interior Design Intern** is responsible for completing project and non-project-related tasks critical to the daily operation of the design practice.

Responsibilities

- Manage the Design Library, catalogues and organize incoming/existing samples
- Co-ordinate incoming calls, couriers, and hosting guests at the studio
- Contribute to our marketing initiatives like photoshoots and social media
- Assist with project administrative support as needed
- Collaborate with the team on special projects related to this year's Interior Design Show
- Assist with site measurements and base building drawings
- Administer and coordinate specification and furniture packages

Skills Required

- **Mandatory** Full and part-time students enrolled in an accredited Interior Design Program at a Canadian college or University
- **Mandatory** Hold Canadian citizenship, Permanent Residency, or refugee status (international students are not eligible)
- **Mandatory** Minimum three years of professional work experience
- **Mandatory** software proficiency: Office, Photoshop, Indesign
- **Mandatory** Driver's license and access to car (car-to-go membership, etc.)

The Falken Reynolds family is...

- Highly personal in our approach to creating inviting spaces for our clients
- Impeccably attentive to details
- Organized and able to manage several projects simultaneously
- Articulate communicators – verbally and visually
- Entrepreneurial, proactive and solution oriented
- Comfortable working independently and collaboratively
- Curious – about design and culture, and how they impact each other
- Excited about working in a progressive, globally minded design practice
- Quietly confident, showing deep respect for the trust our clients place in our work

To Apply

Please email CV & Portfolios to info@falkenreynolds.com with "Interior Design Intern - Your Name" in the subject line. All candidates should attempt to answer the following question in their cover letter: *How would you incorporate local indigenous culture and traditional ecological knowledge to design buildings and interiors for your community?*

Due to the number of applications, we receive only those selected for an interview will be contacted. **Please note the deadline to send applications is March 10, 2023.** Thank you for your interest in Falken Reynolds.