

Intern - Interior Designer - Contract Summer 2019

Job Description

In this role you will be immersed in the design industry in Vancouver by managing the studio library, coordinating and staging photoshoots and interfacing with industry partners as well as supporting the design team in projected related work. The **Intern Interior Designer** is responsible for completing project and non-project related tasks critical to the daily operation of the design practice. Hours will be full time for June, July and August 2019.

Responsibilities

- Manage the Design Library, update price lists, catalogs and organize incoming/existing samples
- Co-ordinate incoming calls, couriers and hosting guests to the studio
- Co-ordinate photoshoots
- Provide project administrative support as needed
- Site measurements and base building drawings
- Administer and coordinate specification and furniture packages
- Advance design concepts into detailed drawing and specification packages for permit application and construction

Skills Required

- Bachelor or Masters Degree, preferably in Interior Design and/or Architecture
- Minimum 5 years post degree work experience, preferably in **residential** Interior Design
- **Mandatory** knowledge of BC Building Code & Vancouver Building By-Laws
- **Mandatory** software proficiency: Office, Photoshop, Indesign, database programs, (Vectorworks preferred)
- Driver's license and access to car (car-to-go membership, etc.)
- Experience working with high-end products, details and projects
- Experience working with clients who are at the top of their game
- Experience managing and producing drawing and specification packages for client presentation, permit and construction

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 people, 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