

## Interior Design Intern - Contract Fall 2019

### Job Description

In this role you will be immersed in the Vancouver design industry 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 **Interior Design Intern** 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 September, October, November 2019.

### Responsibilities

- Manage the Design Library, update price lists, catalogs and organize incoming/existing samples
- Co-ordinate incoming calls, couriers and hosting guests at the studio
- Co-ordinate marketing projects like photoshoots and winter holiday gifts
- Provide project administrative support as needed
- Assist with 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

- **Mandatory** Bachelor or Masters Degree, preferably in Interior Design and/or Architecture
- **Mandatory** 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)
- **Mandatory** 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

Please email CV & Portfolios to [chod@falkenreynolds.com](mailto:chod@falkenreynolds.com) with "Interior Design Intern - Your Name" in the subject line. Due to the number of applications we receive only those selected for an interview will be contacted. Thank you for your interest in Falken Reynolds.