

Interior Design Intern – 2024

Falken Reynolds is seeking an Interior Design Intern who is eager to be immersed in the Vancouver design industry. We are in search of a candidate who exhibits enthusiasm for learning, quickly grasps new concepts, and possesses a keen eye for detail.

Responsibilities

- Support the design team in both project-related and non-project-related tasks crucial to the daily operation of the studio
- Manage the Design Library by cataloging and organizing incoming and existing samples
- Coordinate incoming calls, couriers, and host guests at the studio
- Contribute to marketing projects such as planning, staging, and participating in project photoshoots
- Provide assistance with project administrative tasks
- Assist with site measurements and base building drawings
- Administer and coordinate specification and furniture packages

Desired Skills & Experience

- Enrolled in a Bachelor or Masters Degree program in Interior Design or Architecture **(Mandatory)**
- Minimum 3 year of professional work experience **(Mandatory)**
- Software proficiency: Office, Photoshop, InDesign **(Mandatory)**
- Driver's license and access to car (car-to-go membership, etc.) **(Mandatory)**

Team & Studio Values

- 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 – spoken, written & visual
- Proactive, entrepreneurial, 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 (PDF under 10 MB please) to info@falkenreynolds.com with "Interior Design Intern - Your Name" in the subject line. Thank you for your interest in Falken Reynolds.