

## Interior Design Intern – Fall 2024

You will be immersed in the life of our studio from mid-August to December 2024 – early start and later end dates are possible. You will be closely aligned with our values below and love Interior Design for Private Homes!

### 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 an Interior Design or Architecture program **(Mandatory)**
- Minimum 3 years 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 – We Are:

- 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

### To Apply

Email your CV & Portfolio (PDF < 10 mb) to [info@falkenreynolds.com](mailto:info@falkenreynolds.com) with "Internship - Your Name" in the subject line. Please indicate:

1. If you are currently enrolled in a full or part-time Interior Design or Architecture program at a Canadian college or university;
2. If you would be enrolled for at least the first 30 days of the internship before completing your program
3. If you are a Canadian citizen or have a Canadian work permit
4. Your earliest start date

**Application Deadline: June 15, 2024**

Thank you for your interest in Falken Reynolds!