

## Interior Design Intern – Fall 2024

Falken Reynolds is seeking an Interior Design Intern who is eager to be immersed in the Vancouver design industry from mid-August to December 2024. We are searching for 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 an Interior Design or Architecture program (**Mandatory**)
- Minimum 3 years of professional work experience (**Mandatory**)
- Software proficiency: Office, Photoshop, InDesign (**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 to work 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 your CV & Portfolio (PDF under 10 MB please) to [info@falkenreynolds.com](mailto:info@falkenreynolds.com) with "Interior Design Intern - Your Name" in the subject line.

In your email, indicate if you are currently enrolled in a full or part-time Interior Design or Architecture program at a Canadian college or university (and if you would be enrolled for at least the first 30 days of the internship).

Thank you for your interest in Falken Reynolds.