JOB DESCRIPTION

Job Title:	Interior Designer Intern (Part Time)
Department:	Design
Reports To:	Design Director
FLSA Status:	Non-exempt

Position Summary:

Assists Design team, Sales and Account Managers in design project work, preparation of showroom and management of internal administrative responsibilities. Assist in the design and specification of assigned design projects. Works closely with Sales, Account Managers and Project Managers to ensure a positive and successful client experience.

Design services include programming, design conceptualization, space planning, commercial furniture specification, site visits, and furniture installation drawings.

Why Work at iSpace Environments?

We're an inclusive and dynamic group of Professionals with Personality. Our set of six Core Values keep us on track to help our clients and partners achieve the best in work and learning environments. iSpace Environments is an agile company, born on the philosophy that people will carve their own path and it's our job to support them. Below are the six core values that our teams embody:

1. **EXCELLENCE:** We challenge our ideas so that the result is thoughtful & extraordinary.
2. **INTEGRITY**: Dependability, empathy, and honesty define our relationships both internally and externally
3. **EXPERTISE:** We continue to refine our skills to always be relevant & resourceful
4. **CREATIVITY:** We commit to being imaginative, inventive and authentic in solutions
5. **WORK ETHIC:** We recognize that one choice impacts another in projects & within our environment
6. **FUN:** We value a culture that is positive, fresh and collaborative

Essential Duties & Responsibilities:

To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

INTERIOR DESIGN SPECIFIC:

- Assists sales and design team members in the preparation of client presentations and tours
- Assists with showroom upkeep for client tours and presentations
- Manages the furniture vendor database
- Schedules vendor presentations and lunch-and-learns with partners
- Manages and maintains the resource library; file materials, finishes and product brochures, order and return furniture, materials and finishes to corresponding vendors
- Deliver material and finish samples to external design partners and clients
- Create and maintain project binders for existing client accounts

You're Pretty Great at These Things:

- **QUALITY MANAGEMENT –** Fosters quality focus in others. Improves processes, products and services. Measures key outcomes. Sets clear quality requirements. Solicits and applies customer feedback.
- **TEAMWORK –** Balances team and individual responsibilities Contributes to building a positive team spirit Exhibits objectivity and openness to others views gives and welcomes feedback
- **ENTHUSIASM –** Demonstrates a passion for learning and achieving within the design field. Interested in personal and professional development.
- **DRIVE –** Has a desire to exceed expectations and identify opportunities for improvement. Chooses to demonstrate a high quality of work over merely meeting standards.
- **ADAPTABILITY –** Accepts criticism and feedback. Adapts to changes in the work environment. Changes approach or method to best fit the situation. Manages competing demands.
- **COMMUNICATIONS -** Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Good presentation skills. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **CUSTOMER SERVICE -** Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

You've Got the Creds: (Requirements)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

- Sophomore, Junior or Senior level student working toward completion of a Bachelors Degree in Interior, Industrial or Architectural Design with an enthusiasm for working with commercial furnishings

COMPUTER SKILLS:

- Proficient in Microsoft Office including Word, Excel and PowerPoint
- Advanced proficiency in AutoCAD and specification software(s)
- Adobe Creative Suite
- Sketch-Up

OTHER SKILLS:

- Solid interpersonal skills; ability to communicate (both oral and written) effectively and professionally with both internal and external clients
- Strong attention to detail
- Strong organizational and time management skills

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Equal Employment Opportunity Employer (EEOE)

iSpace is an equal opportunity, affirmative action, and veteran-friendly employer. iSpace recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply. We will make reasonable accommodations to all qualified applicants with disabilities.

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ACKNOWLEDGED: Employee Signature **Date**

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PRINT: Employee Name

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ACKNOWLEDGED: Supervisor/Manager Signature **Date**