

JOB DESCRIPTION

Job Title: Interior Designer Intern
Department: Design
Reports To: Director of Design
FLSA Status: Non-exempt

Position Summary: Assists Design team, Account Managers Designers and Sales team members in project work, preparation of showroom and managing internal administrative responsibilities. Assist in the design and specifications of assigned project work. Design services include: programming, design concepts, space planning, commercial furniture specification, site visits, and furniture installation drawings. Works closely with our internal project teams to ensure a positive and successful client experience.

Essential Duties and 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.

1. Interior Designer Intern Specific Responsibilities:

- Assists with the management of the resource library.
- Assists with the showroom upkeep for client tours and presentations.
- Assists with the scheduling of vendor presentations and lunch-and-learns.
- Demonstrates rendering and presentation skills, to assist designers on project and RFP responses.
- Assists designers in reviewing manufacturer acknowledgements.
- With specific direction, assists in the design and specifications of projects.
- Assists sales and design team members in the preparation of client presentations.
- Assists in ensuring the accuracy of all drawings and specifications before presenting their work to the designer, account manager design or salesperson.
- Utilize developing knowledge in design trends and appropriate product application.
- Utilize developing knowledge in Teknion research and assists in consultative selling efforts.

2. General Design Intern Responsibilities (performs the following under management supervision):

- *Programming*
 - Attends client planning meetings; sitting in on plan presentations and information to clients for review and approval.
 - Conducts programming interviews with clients/end/users and composes reports based on findings.
 - Conducts site reviews; performs field measurements and plan-to site adherence checks.
 - Verifies site conditions, existing product inventory and other factors relative to create as-built drawings and specifications.
- *Design Development*
 - Develops and presents block/space plans.
 - Selects, develops and presents color/finish boards.
 - Participate budget preparation for projects; maintains daily timesheets; manages actual time against budgets.
 - Develops product specifications; verifies specifications against plans; produces order-ready specifications utilizing software; verifies accuracy.
 - Manages changes and revisions.

- Maintains detailed project documentation including records of key decisions, and notes from client/internal meetings.
- *Final Design*
 - Creates finished working drawings for specification and installation; validates plans against construction, electrical and A & D drawing set.
 - May conduct field review during/after installation with Project Managers and/or installation crew.
 - Manages adherence to project schedule and budgets.
 - Communicates regularly on assignment status to all parties involved.
 - Ensures complete and accurate plans/specifications are order ready.

3. **Serve as a Steward of iSpace Core Values and Brand**

- Excellence: Be the Best. Commit to the Customer Experience. Attention to Details.
- Integrity: Be Genuine. Dependable. Empathetic.
- Expertise: Be an Authority. Knowledgeable. Confident.
- Creativity: Be Visionary. Inventive. Authentic.
- Work Ethic: Be Tenacious. Execute. Teamwork.
- Fun: Be Positive. Fresh. Collaborate.

Competencies: To perform the job successfully, an individual should demonstrate the following.

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.

Planning and Organization - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

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.

Qualifications: 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: Completed or working towards completion of a Bachelor's degree in Interior, Industrial or Architectural Design or equivalent combination of education and experience. 2+ years' experience in furniture/office/space planning desirable. Dealership experience preferred. Knowledge of building codes for furniture design desirable.



Computer Skills:

- Proficient in Microsoft Office including Word, Excel and PowerPoint.
- Advanced proficiency in AutoCAD and specification software(s).

Other Skills and Requirements:

- Solid interpersonal skills; ability to communicate (both oral and written) effectively and professionally with both internal and external clients.
- Understands systems furniture; able to learn and apply new product knowledge.
- Excellent problem-solving ability and follow through.
- Strong attention to detail and highly organized.
- Works well under pressure in fast-paced conditions; excels at multi-tasking and prioritizing.

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.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date