



## **Interior Design Assistant Student Internship (Remote)**

Boutique interior design firm has an opening for a sponsored student internship. Intern should have a passion for residential interior design, crazy attention to detail, CAD proficiency, thrive under pressure, and be an insufferable optimist.

This is a work-from-home position although we require you to spend a total of 10 hours in Charlotte, NC to support project installations. Candidate's commute must be no more than 4 hours from Charlotte, NC.

We provide training, mentoring, a collaborative community, systems, trade accounts and an exceptional design team/customer experience.

This is a unique opportunity to join our innovative, top-quality firm while meeting your graduation internship requirements.

### **Design Assistant/Internship Roles and Responsibilities**

The following is intended to describe the general nature and level of work. Other duties may be involved in support of our Interior Design services.

#### **Business Development-**

- Participate in company PR and marketing initiatives (social media content, event sponsorship, market, etc.)

#### **Project Management**

- Support Designers in taking projects from start to finish
- Assist with new client set up in all systems
- Design within the set budget
- Prepare accurate and profitable client proposals for approval (profit margins must follow company guidelines)
- Provide an incredible client experience, where clients become raving fans from great communication and customer service
- Help to ensure project is excellent quality, on time and on budget (both clients and our margins)

#### Interact with Design Lead

- Execute projects in a professional, positive and profitable manner
- Provide clear, proactive, direct, frequent communication and interface with team members and collaborators
- Conceptual design assistance
- Detailed Design Assistance
- Purchasing and Execution
- Surveying and documenting existing conditions
- Preparing product library and procurement proposals
- Maintain design library of samples and resources

#### Interact with Client, Vendors and Trades

- Establish and maintain positive, professional client, vendor and trade relationships
- When invited, observe and document client meetings and presentations in a positive, professional manner
- Adhere to and maintain the existing client file system in an organized manner

#### Other

- Issues are anticipated and addressed before they become problematic, with skill and diplomacy. If issues need to be brought to the Creative Director's attention, they are presented as facts with carefully considered solutions
- Execute processes and procedures as defined through Conceptual, Detailed, Purchasing and Execution (provide and review detailed processes)
- Perform other job-related duties as assigned
- Be physically able to perform various installation project requirements such as lifting, standing for long periods, using a ladder, installing small artwork, styling and other physical duties
- Have reliable transportation to go to and from job sites, showrooms, meetings, etc.

#### **The ideal candidate:**

- Lives and breathes interior design
- Happy to juggle multiple projects
- Is comfortable working with diverse vendors, trades, clients, and support team
- Not only understands the importance of organization, systems and processes but loves to use them to keep their projects joyful and efficient. Has an upbeat personality and a positive attitude

#### **As a designer for Michelle Elwell Interiors you will have access to:**

- The Interior Design Standard (it's part of your training)
- Vendor and trade resources and accounts
- Design project management software, task management software, sourcing software, mood board creation software, Computer Aided Design Software and the Google suite
- Be a part of an incredible team, led by Michelle Elwell

#### **Requirements:**

- Currently enrolled college student working toward obtaining a Bachelor's degree in Interior Design, preferably from a CIDA accredited program
- A great design sensibility and strong portfolio
- Great technical skills with strong knowledge of CAD + a quick learner on tech/software
- Ability to focus on multiple projects in various stages of development
- Experience communicating with clients and trades is a plus
- Ability to translate design concepts into design drawings using Chief Architect Pro or Intermediate-Advanced skill with Revit or AutoCad
- Basic knowledge of design terms, luxury interior design brand, construction terms
- Reliable car and valid driver's license to go to and from project sites, showrooms, meetings, etc.
- Reliable computer and WiFi to utilize our web based systems

### **Compensation & Term of Position**

This is a part time temporary position paying \_\_\_\_\_ an hour. Term of internship to be between 8-20 weeks dependent upon degree requirements.

### **About our Company**

Since 2011, we've helped our clients turn their houses into memorable, extraordinary and highly functional homes. We focus on interior design, new builds and renovations that create a true sense of place. We pride ourselves on our reputation of innovation, taste, resourcefulness, and attention to detail. We execute exceptional design while providing our clients with an exciting and joy-filled experience.

**To apply**, send us your resume, portfolio (student portfolio expected, renderings permitted, a mix of commercial and residential spaces preferred), detailed CAD samples, and a short cover letter as to why you'd be a great fit for this role.