

Hiring: Interior Design Assistant

In search of a junior interior designer to work closely with principal interior designer with new construction and full gut renovations of homes valued \$1,000,000-\$5,000,000 in Dallas Texas. This individual will be very naturally creative with the ability to create eye-catching, gorgeous materials but also technical and methodical in their approach.

Responsibilities

- Develop design boards, inspiration books, specification books, and furniture decks
- Update library with vendors, literature, and samples
- Conduct finish and furniture presentations to clients alongside Principal Designer
- Create plans, elevations, detail drawings
- Furniture and staging installations and photo styling for interiors photography shoots
- Create marketing materials - brochures, flyers, presentations, newsletters
- Submit work and maintain relationships with press and vendor partnerships
- Create posts and captions for multiple Instagram and Facebook social media pages.

Qualifications

- Degree in Interior Design
- Proficient in Revit, Apple computer, iphone, ipad, Illustrator, Photoshop, Canva, Spreadsheets, Powerpoint, Mailchimp, Instagram, Facebook
- Self-motivated with the ability to multi-task and thrive in a fast-pace environment with deadlines
- Able to work from many different locations - office, home, job site, vendors, ph one
- Friendly, professional, and connective personality to build industry relationships

Job Type: Full Time 40 hours / week

Please include your resume, cover letter, and portfolio with your submission to jessica@jessicakoltunhome.com. Bonus points if you send a 1-minute video introducing yourself!

About Jessica Koltun Home

Jessica Koltun Home is a full service Interior Design firm and Real Estate Brokerage that was founded in 2017. Jessica Koltun received a degree in Interior Design from CIDA accredited San Diego State University and went on to work for residential firms with projects up to \$25,000,000 and commercial firm with projects up to \$150,000,000. She received her NCIDQ certification as well as LEED AP and is a licensed Broker in the state of Texas. She currently works on new construction and full gut renovation projects in Dallas, TX ranging from \$1,000,000 - \$4,000,000.