

Spruce Interior Design

Interior Design Intern

Job Description

Seeking an intern to provide a “real world” design experience. The ideal applicant will be a team player, organized, resourceful, and excited to learn. This is a great opportunity to be exposed to all aspects of design from planning to interior finish out. This is a full-time paid internship.

Responsibilities:

- Provide support for lead designer
- Accompany and assist lead designer during client meetings at job sites and showrooms
- Take detailed notes during meetings, take measurements/photos of projects
- Create CAD drawings for client projects
- Research décor and materials; provide pricing, availability, stock, etc
- Place orders, purchase materials, pick up and deliver
- Submit receipts for all purchases and orders
- Track and communicate status of orders; resolve problems
- Maintain spreadsheets with client selections/finish materials
- Schedule for the designer, contractors, clients, vendors
- Respond to client questions and concerns; project updates
- Meet vendors, assist with installations
- Manage social media
 - Instagram: present weekly line up 2 weeks in advance; daily posts; maintain current profile
 - Facebook: maintain current profile; respond to inquiries with guidance of owner
 - Website: maintain current profile; respond to inquiries with guidance of owner
- Submit detailed hours (billable and non-billable) and mileage log monthly
- Check daily client spreadsheet for new tasks; update status of assigned task end of each day

Requirements:

- Recent graduate or currently pursuing a degree in interior design, architecture, project management or closely related field
- Must have reliable transportation and computer/laptop
- Must have an interest in residential design and construction
- Proficiency with current social media platforms

Technical Skills:

- Microsoft Office
- AutoCAD

Send a resume and 2-3 examples of work to the contact information below:

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Kelly Matheny, owner/lead designer

kellymatheny@Ymail.com; 972-898-0580