

Interior Design Internship

Primary Job Responsibilities:

Support Interior Designers and Architects with all aspects of project work including conceptual, design development and construction documentation. This is an opportunity to work in a fast-paced professional setting. It provides interns with invaluable experiences applying the knowledge and skills learned through education in a business environment while working alongside and in support of a group of world-class professionals.

The position offered is a 6-month temporary, full-time position (40 hours/week).

Duties May Include (some or all of the following):

- Sample Library: Organize and update information and price lists including filing and returning samples, maintaining electronic library, data base and physical samples\
- Drawing/sketching
- Create floor plans, furniture plans by Revit and or AutoCAD
- Capable of hand sketching/coloring 3-dimensional images of interiors and furniture
- Conducts research for materials, furniture and photographic images, through hardcopy and on-line website searches
- Download and edit images and files from websites, catalogs and websites for use in Revit, Photoshop, or InDesign
- Administrative duties: updating and filing paperwork, organizing client files, preparing transmittals, packaging and mailing samples/correspondence
- Vendor communication: telephone and face to face meetings with sales representatives or showrooms, researching pricing, spec sheets, stock checks, etc.
- Assist with errands: Pick-up/deliver between various locations and Olson Kundig's office (e.g. picking up samples, mock-ups, etc.).

Requirements:

- Bachelor's degree in Interior Design or currently enrolled college student working toward obtaining a Bachelor's degree in Interior Design, preferably from a FIDER accredited program
- Must have an interest in a career in interior design
- Strong conceptual, communication and organizational skills
- General knowledge of current furniture, material and building finish products
- Knowledge in LEED requirements a plus
- Strong user of Revit, AutoCAD, Adobe Creative Suite, MS Office (Word, Excel, Outlook), and Windows based software solutions

Other:

Valid driver's license

Capable of lifting and carrying up to 50 pounds

Capable of climbing, standing and working on a 6'-0" ladder

Olson Kundig is an Equal Opportunity Employer.

Send hardcopy submissions: portfolio (illustrating a range of your best work), cover letter and resumes to:

Human Resources
Olson Kundig – Interiors Intern
159 South Jackson St, Suite 600
Seattle, WA 98104 USA

Questions? Please email careers@olsonkundig.com

Frequently Asked Questions:

What is the best form of contact?

Please correspond with us by mail or e-mail. It is difficult for us to respond effectively to short notice requests for interviews so please plan ahead, especially if you are visiting from another city.

What is considered a best submission?

We respond best to concise, well organized resumes, with examples of your design work attached. We prefer cover letters that are concise and succinct. We recommend including testimonials of instructors or previous employers.

What do you mean by “best work?”

A quality submission will include a well-designed presentation through and through. Proof-read to prevent misspellings, demonstrate your range of knowledge (furniture, materials, construction documentation) and skills (computer and hand drawings, renderings, model-making or projects).

What is the process?

Successful submissions will be contacted to schedule a 30 minute telephone interview. An in person interview may or may not be required. Due to the number of submissions we receive, we will contact those submissions who are of interest.