

DAVID COLLINS STUDIO

JOB TITLE	Design Assistant
REPORTS TO	Creative Director
FOCUS OF ROLE	To provide graphic, creative and administrative support to the Creative Director and occasional support to the Marketing & Communications Team

The role reports to and supports the Creative Director through general administrative support and design administration, including preparation for meetings and presentations.

Working on multiple projects simultaneously, you will offer high level assistance in the preparation of creative pitch and project work.

DAY TO DAY RESPONSIBILITIES

- Assist with the planning of design reviews and collate the required drawings and documentation.
- Manage Dropbox and ensure that any new briefs, project related information etc are uploaded.
- Conduct project and wider industry related design research as requested by the Creative Director.
- Research into the Studios heritage & previous work
- Consult relevant social media, websites, press, auction catalogues and magazines to research trends.
- Keep up to date with global design trends and relevant products, materials, styles and destinations / locations.
- Format and maintain design research as an accessible Studio wide resource.
- Designing and producing presentation templates for the Commercial and Residential team projects.
- Graphic design support to the Marketing & Communications team including updating and maintaining the Lookbook, Credentials, Books etc
- Assisting all members of the studio with printing and image quality
- Assist design teams with the production of presentation graphics such as 2D renders and elevations

ATTRIBUTES NEEDED TO BE A GOOD FIT FOR THE ROLE

- Excellent Interior Design experience
- Organised and efficient with high level administrative skills
- Excellent research skills and the ability to compile and present that information
- Resourceful with imaginative solutions for sourcing
- Eye for design
- Willingness to learn
- Enthusiasm
- Organised and efficient

- Team player

ESSENTIAL SKILLS AND QUALIFICATIONS

- Degree or equivalent in Interior Design or Architecture
- AutoCAD 2D/3D
- Sketchup
- Photoshop
- InDesign
- Sketching and drawing
- MS Word