

DAVID COLLINS STUDIO

JOB TITLE	Design Intern
REPORTS TO	Project Designer (Senior Designer or Associate if no Project Designer in team)
DIRECT REPARTEES	None
FOCUS OF ROLE	To provide creative, graphic and administrative support to the team
MEETING INVOLVEMENT (INTERNAL)	Internal Team Meetings

DAY TO DAY RESPONSIBILITIES

- Learn about the studio, teams, projects and design process
- Shadow team members, take notes and support in any assigned tasks
- Support in the sample library
- Carry out any administrative tasks
- Provide cover to FoH/ Reception when required

WHAT THIS PERSON NEEDS TO KNOW

- Technical understanding of aspects of interior design, architectural design, furniture design and product design
- Knowledge of design industry and other related industry trends
- A knowledge of materials

ATTRIBUTES NEEDED TO BE A GOOD FIT FOR THE ROLE

- Creativity
- Eye for design
- Willingness to learn
- Enthusiasm
- Organised and efficient
- Team player

EXPERIENCE, SKILLS AND QUALIFICATIONS

ESSENTIAL	<ul style="list-style-type: none">• Degree or equivalent in Interior Design, Furniture Design or Architecture• Creativity• Listening and interpreting instructions correctly• Interpersonal: building strong effective working relationships, both internal and external• Visualising other people's ideas• Sketching and drawing• AutoCAD 2D/3D• MS Word• MS Excel• SketchUp• Photoshop
DESIRABLE	<ul style="list-style-type: none">• MS PowerPoint• Illustrator• InDesign