Part Time/Seasonal Internship – Interior Design

KCID, LLC is a boutique full-service interior design firm in Austin, TX that specializes in high-end residential, multi-family/student housing, and commercial projects ranging from hospitality to private healthcare offices. We are currently looking for an Interior Design Intern who is currently pursuing a degree in Interior Design. This position offers an incredible opportunity for an energetic, self-motivated, highly organized, detailed, and dedicated individual looking to be apart of a friendly and well-respected design team while working in a fast paced environment. The internship is planned as a part-time hourly paid position beginning in late January 2020 with a minimal commitment of working through late Spring 2020. An extended part-time internship opportunity into Summer and/or Fall 2020 may be available based upon performance review in May 2020.

Expenses associated with the interview process and/or moving and relocation will be the applicant’s responsibility.

Responsibilities:

The Interior Design Intern will work as a junior member of the KCID team performing the following duties:

• Update and maintain resource library on a daily basis, general organization and upkeep of office space.
• Run errands to local showrooms, etc. and general design team and administrative assistance as needed.
• Manage and organize office storage room consisting of design resources, project goods, install supplies and equipment.
• Receive, open, and distribute office packages and deliveries.
• Create and maintain designer’s project binders; assist in maintaining project files on KCID server
• Support the goals and objectives established by our clients and the project team leader.
• Assist team leaders with online and showroom research, selections, sampling and pricing of finish materials, fixtures, furnishings and accessories.
• Participate and shadow within team in-house design reviews and meetings as requested; assist with note-taking and record keeping of decisions and options for later use.
• Provide production support (minimal-moderate load anticipated) for execution of design concepts including but not limited to: CAD drawing redlines, as-built CAD drawings, finish presentations, 3D modeling and rendering/photoshop, etc.
• Assist with creation of client presentations/meetings including setup prior to/break down after client meetings at office, in-meeting notes, finish boards, digital presentations, site visits/as-built measurements, etc.

Qualifications:

• Completed at least half of 3rd year or later of Interior Design undergraduate program or 1st year or later of Interior Design graduate program at CIDA accredited University
• Intermediate/working knowledge of Interior Design principals and practice, including design phases, terminology, conceptual development, materiality, construction details, etc.
• Flexibility to balance many tasks at a time, including prioritizing based upon given deadlines, meeting dates, and task longevity
• Strong time management skills
• Excellent analytical and problem-solving skills
• Outstanding graphic presentation skills
• Proficiency in AutoCAD, Google Sketch Up, Adobe Creative Suites (Photoshop, Illustrator and InDesign most notably), Microsoft Office Suite (Excel, Word, Outlook, Powerpoint)
• Familiarity with Mac equipment – KCID is a Mac based firm
• Ability to work both independently and in a collaborative team environment
• Must be able to receive constructive feedback in a positive manner.
• Self-starter, responsible, organized, highly motivated, and trustworthy individual
• Professional demeanor and attitude

Please submit work samples along with your resume and cover letter to kciddcareers@gmail.com with the subject line: "Intern Application"

Please provide available start date. Submissions that do not include all of the items stated above will not be reviewed.