



Part Time/Summer 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 spring/early summer 2017 with a minimal commitment of working through August 2017. An extended part-time internship opportunity into Fall 2017 may be available based upon performance review in August 2017.

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.
- Manage product images; scanning, saving and printing.
- Assist with development and production of key marketing pieces for KCID and project efforts.
- 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.
- Obtain vendor quotes and produce initial purchase orders.
- 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, 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 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-starting, responsible, organized, highly motivated, and trustworthy individual
- Professional demeanor and attitude

Please submit work samples along with your resume and cover letter to kcidcareers@gmail.com
Please provide available start date. Submissions that do not include all of the items stated above will not be reviewed.