

INTERIOR DESIGN INTERN: PART-TIME

We are looking for a part-time intern to work approximately 8-16 hours a week. This is a paid internship.

RESPONSIBILITIES:

- Office and project errands
- Sorting and return of samples to appropriate showrooms
- General filing and upkeep of the interiors library
- Utilization of Auto CAD for general elevation and plan drawings as needed
- Other tasks as assigned

REQUIREMENTS:

- Applicants should be students with one semester left in their interior design degree program or who are recent graduates with a degree in interior design
- Proficiency in AutoCAD, AutoCAD LT (applicants will be required to take and pass an AutoCAD test)
- Proficiency in Microsoft Excel and Word
- Proficiency in Adobe Creative Suite
- Must be able to work in a team environment, be well organized, have strong communication skills, be attentive to details, have strong problem solving skills, a strong work ethic and have the ability to work on multiple projects simultaneously

EXPERIENCE:

- Interior Design or Architecture office experience a plus
- Microsoft Outlook experience a plus
- Studio Designer experience a plus
- SketchUp experience a plus
- Familiarity with showrooms at San Francisco Design Center a plus

This position is part-time to start with potential to become full-time.

Please submit resume, cover letter, portfolio/work samples and list of 3 professional references via email to info@apowersinteriors.com. Reference '**PT Interior Design Intern**' in the subject line. Submissions not meeting these submittal requirements will not be considered.