



## **Interior Design Intern (paid, 15 hrs./wk/)**

We are looking for a detail-oriented, enthusiastic, engaged, and organized person to join our growing team at Nuance Interior Design Showroom. Our Interior Design Intern will be an integral team member in the daily operations so we are looking for someone who is willing to learn all aspects of the trade while assisting the Principal Designer with administrative and creative tasks and project execution. Our luxury interior design showroom focuses on new construction and large renovations with an emphasis on kitchen and bath design. We offer custom cabinets, Hunter Douglas window coverings, and high-end interior finish materials.

### **Responsibilities:**

- Manage the sample library (ordering new samples, returning samples, maintaining library organization)
- Track orders, deliveries, and budgets
- Create and maintain project schedules, folders, budgets, and spreadsheets
- Create design concept drawings including floor plans, elevations, and renderings
- Research products including materials, furniture, finishes, lighting, hardware, etc.
- Assist in preparing design presentations (concepts, material and finish boards, specs)
- Requesting estimates, pricing, lead times, and freight costs for furnishings and materials selected

### **Benefits:**

- Career growth and skill development
- Future growth potential
- Fast-paced work environment
- Exposure to luxury design
- Strong company culture focused on design, creativity, and integrity

### **Preferred Qualifications & Experience:**

- Portfolio of previous works (send to email below)
- Proficient in Excel, Word, and Gmail
- Keen ability to read and understand architectural and design drawings
- Mature, intelligent, and inquisitive
- Excellent time management skills
- Exceptional attention to detail in your work and strong work ethic.
- Excellent verbal and written communication skills.
- Ability to work on multiple projects simultaneously and meet deadlines without compromising quality
- Exceptional organizational and problem-solving skills.
- Enjoy streamlining processes and learning new systems/technology
- Must be able to keep track of instructions, feedback, and revisions
- Ability to work alone and also to collaborate with others
- Creative talent, eye for design, and knowledge of current design trends

**Work Location: 12410 SE 32<sup>nd</sup> St, #260, Bellevue WA 98005**

**Company Website: [nuanceinteriors.com](http://nuanceinteriors.com)**

**Email for portfolio and resume: [info@nuanceinteriors.com](mailto:info@nuanceinteriors.com)**