



## INTERIOR DESIGN INTERNSHIP SUMMER 2017

### WHO WE ARE:

BHDMM Design is a Manhattan-based high energy, spirited and collaborative Interior Design studio.

### WHAT WE'RE LOOKING FOR:

As a small (but growing) office, we are seeking a positive and enthusiastic team player that can prioritize and handle multiple projects simultaneously. Successful candidates must have a can-do attitude, an eagerness to learn all aspects of the design business, and the ability to thrive in a fun but fast-paced professional environment. Interns must be able to demonstrate well-developed time management and organizational skills, excellent verbal and written communication skills, problem solving, attention to detail, interpersonal skills, and consistent follow through with all tasks assigned.

### JOB DESCRIPTION:

Interior Design Intern (Paid)

This role will assist designers and principals on day-to-day tasks associated with design projects and office administration.

### RESPONSIBILITIES:

- Source materials and furnishings
- Assist in the preparation of digital and material presentations for internal and client review
- Interface with vendors and industry partners
- Manage the materials library
- Support the firm in a general capacity throughout the day with sample pick-ups/returns and account paperwork as required

### REQUIREMENTS:

- Applicants must be currently enrolled in or a recent graduate of an accredited Interior Design program
- Proficiency in Adobe Creative Suite (Photoshop, InDesign, Illustrator)
- Proficiency in Microsoft Office (Word, Excel)
- Proficiency in AutoCAD and Sketch Up encouraged
- Strong attention to detail regarding design, communication and project execution
- Ability to adhere to project schedules and deadlines while producing high quality, accurate work

### APPLICATION PROCESS:

- Applicants must submit a cover letter, resume and portfolio to [CAREERS@BHDMMDESIGN.COM](mailto:CAREERS@BHDMMDESIGN.COM)
- Email subject line to read: **JOB POSITION\_YOUR NAME**
- All complete applications must be submitted by March 31st. Incomplete applications will not be considered.