JOB DESCRIPTION

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| **TITLE:** | Ancillary Design Summer Intern | **DATE:** | 5/30/2017 |
| **REPORTS TO:** | Design Manager | **FLSA STATUS:** | Non-Exempt |
| **DEPARTMENT:** | Design | **MGT/SPVR:** | No |

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**SUMMARY**

Performs design tasks as directed by Design Manager and/or senior Ancillary Designers using computer-aided equipment and software. Assists Senior Designers in the preparation of client presentations, conceptual designs, furniture/fabric/finish selections and specifications. Edits, revises, and updates changes to existing drawings and specifications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES***include the following. Other duties may be assigned.*

* Assists the design team with collecting and organizing data, preparation of reports / presentation boards, specifications, cost estimates, presentation material and other documentation as needed. This includes, but is not limited to the following:
	+ Contacts vendors and obtains product pricing and quotations.
	+ Inputs pricing information and data into 20/20 CAP worksheet.
	+ Orders project-specific fabric/finish samples.
	+ Coordinates testing of COM (customer’s own material) with vendors.
	+ Updates project-specific fabric and finish approval documents in Power Point and Excel.
* Works with sales staff to establish design requirements of proposal preparation.
* Works with sales staff or client to review any required design modifications and produces revised drawings and/or specifications based on those modifications.
* Creates graphic representation (hard copy) of design using assigned design software.
* Performs other duties or special projects as assigned.

**SUPERVISORY RESPONSIBILITIES**

This job has no direct supervisory responsibilities.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE**

Candidate should be currently enrolled a University (Degree) Level program in Interior Design. Has knowledge of commonly-used concepts, practices, and procedures within field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Working knowledge of furniture systems and electrical/cabling issues essential. General understanding of building systems and building codes essential. Experience and demonstrated skill using Auto CAD, Microsoft Office Suite, 20-20, CAP, and rendering software.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general construction drawings, professional journals, technical procedures, and furniture specifications. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, proportions, percentages, area and volume. Ability to apply the algebraic and geometric concepts involved in design creation.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

The employee must provide proof of valid state driver’s license, and proof of insurance of an operable vehicle.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; concentrate intensely; use hands to finger, handle, or feel and operate a computer keyboard, mouse, and telephone headset; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and/or walk; and may occasionally be required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.