

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets of Cleveland, Detroit, Toledo and beyond. With today's growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

Job Title:	Intern: Interior Designer		
Department:	Design	Travel:	Minimal
Position Type:	Part-time	Location:	Cleveland, Detroit or Toledo
Compensation:	Hourly	Date Posted:	1.15.20
Reports to:	Design Team Leader	Contact:	Chuck Radabaugh cradabaugh@aminteriors.com

We are seeking an organized, proactive and efficient designer to support join our team. Candidates will be responsible for activities related to the design, space planning and specification of systems furniture in collaboration with the design team, sales team and project managers.

Applications will be accepted through email. Please include contact information and professional references.

Roles & Responsibilities:

- Provides professional customer interface by attending client planning meetings
- Performs programming, space planning, furniture selection, layout, product pricing, design and selection of finishes, includes as-built drawings, block plans, test-fits and finished working drawings for specification and installation
- Coordinates, develops, and reviews proposed project designs and construction plans with team members
- Validates plans against construction, electrical engineering and Architect & Design (A&D) drawing sets as well as physical build-out in conjunction with Design Team Leader
- Consults with project team on the layout, design and space planning of furniture specifications
- Prepares presentation material, including renderings
- Develops project specifications, double checks specifications against plans, assures specifications are ready for order entry and manages changes and revisions
- Works with installers and project management to ensure installation meets customer specifications
- Tracks and records design hours to specific projects for job costing

Qualifications and Education Requirements:

- Seeking a Bachelor's degree in Interior Design, Interior Construction or Interior Architecture
- Proficient in Microsoft Programs, AutoCAD, CET Designer a plus
- Excellent customer service and team communication skills
- Strong organizational skills to remember the important details of each project and scope of work
- Ability to prioritize and manage multiple tasks
- Ability to work with mathematical concepts

We treat our employees: as we would treat our clients with trust, collaboration and passion.

