

Orange Coast Interior Design is a full-service interior design firm known for luxury, sophistication, and comfort. We're looking for someone to join our experienced design team where we specialize in creating unique interiors that fall outside the boundaries of any predetermined style or genre. Our designers are highly skilled, creative, and demonstrate a high level of honesty and integrity.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the design team in developing design concepts for projects.
- Coordinating with vendors.
- Product sourcing and obtain pricing from vendors.
- Order and track samples; pick up samples if needed
- Stay connected with social media
- Gain real life experience in the design setup and implementation of Residential design.

## REQUIREMENTS

- **Degree Program(s):** Interior Design, Interior Architecture, or Space Planning
- **Preferred Classification(s):** Sophomore, Junior, Senior, Graduate Student or Recent Graduate
- Attention to details, highly organized with the ability to multitask
- Knowledge of general principles of design and construction documents
- Proficient in Microsoft Office (Word, Excel)
- Adobe Creative Suite knowledge, strongly preferred (Photoshop)
- Excellent communication, customer service and organizational skills
- Ability to manage time and conflicting priorities
- Ability to work effectively in a team environment
- **Duration:** Summer Internship
- **Location:** Aliso Viejo, CA
- **Compensation:** Internship with opportunity to become a member of our design team! Will provide letters of recommendation and portfolio development. Will also work with your school to provide internship credit if desired.

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

- Individual may be required to bend, stretch, twist, and reach.

- Must be able to sit for long periods of time, keyboarding in front of computer
- Must be able to lift/move 40 lbs

HOURS- Negotiable, 10-15 hours per week

PLEASE DIRECT COVER LETTER, RESUME AND DIGITAL PORTFOLIO TO  
INFO@ORANGECOASTINTERIORDSIGN.COM