

Consultant: Interior Design, Decorating, Staging



ABOUT CALMING GROUND INTERIORS...

We offer full interior decorating, income property renovation and staging services available within the DC Metro area. We specialize in grounded interiors with a bold touch.

WHO WE'RE LOOKING FOR...

A professional and polished individual who maintains good work relationships. We are seeking a highly coordinated and skilled professional who is an independent thinker but also works well in a collaborative setting. You are able to bring your unique know how and accept different perspectives to achieve a common goal. You can work on delegated tasks but also step up and can multi-task when needed for special projects. You pick up pretty quickly on new tech, well organized and pays attention to detail. You have stellar customer service skills and have been praised for nurturing relationships with clients. You want to thrive working in a collaborative environment for a growing design studio.

WHAT WE NEED YOU TO HAVE...

- Effective vendor coordination and communication skills
- Problem solve and troubleshoot when issues arise and see jobs through to the end
- Familiar with programs such as Office, Mac OS, Trello, Quickbooks and project mgmt
- Have proficient computer skills
- Have excellent project and vendor management and organizational skills
- Excellent communicator, confident in dealing with a wide range of individuals such as fellow team members, clients, vendors, contractors and subcontractors.
- Comfortable with ever-changing needs
- Support and carry out our mission to the highest standards
- Needs no micro-managing. As a smallish firm, you must be able to handle a ranging scope of responsibilities with each project and be comfortable with a high level of ambiguity
- Strong attention to detail and professionalism
- Ability to lift up to 25lbs
- Must have an active driver's license and a clean driving record
- Have a strong work ethic and be a person of integrity

WHAT YOU WILL DO...

- Prepare and produce accurate floor plans, lighting & electrical plans, finish schedules & construction docs
- Create mood boards and renderings and produce attractive client presentations
- Source furnishings, fixtures/selections and accessories
- Research product specifications & interface with vendors to attain pricing & create client quotes in project mgmt program
- Visit project sites to take measurements and to ensure accurate execution of the design plans
- Oversee contractor/trades schedules and work deliverables
- Provide status updates and interact with design team and Operations Manager
- Pick up/drop off samples & materials from vendors/clients as needed
- Enter scheduling and vendor invoices into mgmt program
- Assist during installation and photoshoot days; moving furnishings, organization, pack up, and other tasks as needed
- Manage the studio's social media accounts on IG, FB, Pinterest and TikTok
- Data entry and maintain electronic client files
- Help process orders purchased through the online boutique
- Interact with clients and help with client onboarding and contribute to client proposals
- Serve as an interface with our vendors and develop new vendor relations
- Additional tasks as assigned including publicity and public relations

WHAT ELSE YOU NEED TO KNOW...

- Education: High school degree or equivalent and Bachelor's Degree
- Work Location: Varies, some travel required throughout Baltimore and DC Metro areas
- Hours per week: 5-15
- Typical start/end time: Varies

If this sounds like a fit for you, please send your position of interest, resume, 2 portfolio examples and a short about you to info@calminggroundinteriors.com. Only apply if you are serious about joining our team. Prefer local applicants. We appreciate all applicants submitting their information but only applicants that are eligible for interviews will be contacted.