

# Intern: 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...

An individual who is responsible for routine tasks related to executing and managing design projects. You must have the ability to thrive in a collaborative environment as well as the ability to multi-task as we are in need of a self-starter who is motivated and organized. 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
- Able to learn and use programs such as Office, 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
- Self-starter, independent but works well in teams
- 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...

- Researching materials, manufacturers and suppliers
- Tracking project shipments and following-up with orders
- Develop promotional videos to showcase the company's portfolio and attract new clients
- Contribute content for the studio blog and social media accounts
- Pick up/drop off samples & materials from vendors/clients as needed
- Organize product catalogs and update product library
- Assist with scheduling and appointments for clients and vendors and trades
- Assist during installation and photoshoot days; moving furnishings, organization, pack up, and other tasks as needed
- Data entry and maintain electronic client files
- Maintain sample books and project and studio materials
- Assist studio team with administrative tasks
- Additional tasks as assigned

## WHAT ELSE YOU NEED TO KNOW...

- Education: High school degree or equivalent
- Work Location: Varies, some travel required throughout Baltimore and DC Metro areas
- Hours per week: 5-10
- Typical start/end time: Varies

---

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