



504R Merrimac Street  
Newburyport, MA 01950

Tel: (978) 465-7644 Fax: (978) 462-5010  
E-mail: [info@currierdesigns.com](mailto:info@currierdesigns.com)

## POSITION DESCRIPTION – INTERIOR DESIGN INTERN

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### COMPANY OVERVIEW

CURRIER & Associates, Inc. is a leading full service interior design firm specializing in the creation of enriching living, healing and working environments. We believe it is critical to develop uplifting and functional environments that reflect the values of the client and the needs of the people who will live and work in them. We also believe that each client’s project is unique and we focus on honoring that uniqueness through the integrity of the specific design. Our hallmark of success is the exceptional value we provide to our clients. We deliver this through intimate, detail-oriented service coupled with design creativity and comprehensive project coordination and execution. In turn, this maximizes each client’s investment in the interiors of a facility. Since 1979, we have completed over 900 projects that include consulting, interior design, space planning, interior architecture, project coordination and purchasing services for senior living, commercial, retail, hospitality, healthcare, institutional and residential clients.

The company is committed to personal growth and the evolution of a proactive, can-do culture in which each team member is able to support the collective core ideology and shared values

### POSITION DESCRIPTION

- Goal:** To contribute to the interior design operations of the company as a relevant and meaningful site-based work/learning experience.
- Objective:** To complete tasks, activities and/or projects that support members of the CAI organization in a manner that contributes to the effectiveness and efficiency of the business operations.
- Scope:** This position may encompass a variety of research, communications, administrative, design, purchasing and installation support activities for a team with a range of requirements.

#### Reporting Relationships:

- Reports to - Assigned Project Designer
- Works closely with - All design team members
- Works with - All other team members  
Resources/Suppliers

## Major Responsibilities:

1. Research Materials - In concert with overall design team efforts, research known and new suppliers for desired materials. This requires a good sense of color and design as it includes developing an understanding of the overall design concept and the types of fabrics, carpeting, natural materials, etc. that are desired to execute a design concept. It involves obtaining prices, ordering samples and following up with suppliers. It may include finding substitute suppliers or products in association with the purchasing process. We want to be and be known as thorough and resourceful in developing designs and plans.
2. Help Maintain Library and Supplies - Contribute to organizing and maintaining the supplier files, data bases and library samples required to easily access information and materials required to develop a design and/or purchase products. We want to be efficient and effective in accessing and using data, information and materials.
3. Support Team Members – As assigned or needed, provide the support required for designers and others to complete tasks and projects. This can include drafting space plans, creating renderings, requesting product info or samples, attending meetings, editing and completing correspondence, assembling presentation boards or sample books, developing specification documents, tracking purchases, developing or evaluating project data or helping to prepare for a meeting/presentation. We want to be an effective team and believe a supportive attitude is required on everyone's part.
4. Learn About the ID Field and Business – Provide support to any team member on a variety of tasks to take advantage of experiential learning experiences and contribute to the ongoing operation of the business. We want the learning experience to be win-win.
5. Support New Business Efforts - Be attentive to potential new business opportunities from what is read, seen or heard. With the president, gather any supportive facts possible and communicate to understand the nature of a potential project. We want to be pro-active about all potential opportunities.
6. Undertake Special Projects - Undertake special projects when requested by and agreed to with supervisor. We want to be responsive to all client needs and opportunities for growth.

## Qualifications:

Overall, we seek team members who possess a positive and pro-active attitude toward life and work and share and support the foundation and core values of the company. It is important to have a passion to learn and to do more in this field.

### 1. Experience:

- a) Education – Be completing courses needed for a college degree in interior design.

### 2. Competencies:

- a) Creativity - Have demonstrated an ability to approach the development of designs from a creative perspective.

- b) Relationships - Possess an ability to develop and maintain open communications and a close working relationship with a variety of individual personalities and to have obtained their confidence. Effective working up, down and across an organization.

### 3. Skills and Proficiencies

- a) Communications - Have excellent verbal and written communications skills including the ability to make an effective presentation to small and large audiences.
- b) Computer Skills - Possess proficiency with PC based word processing, spread sheet and data base software based upon a Windows /Microsoft Office networked system. Current and skilled with AUTOCAD LT, Photoshop and other relevant software.
- c) Organization - Be attentive to details and interested in organizing the materials and/or information required to complete a project.
- d) Project Economics - Able to organize comprehensive and accurate estimates for building finishes and FF&E items.
- e) Project Coordination - Able to work within established processes. Develop and complete assigned project work planned, created and within budget. This includes maintaining project schedules, cost estimates and time/task schedules agreed to among team members.
- f) Time Management - Able to establish priorities given multiple requests and to accomplish tasks according to previously agreed upon schedules.
- g) Teamwork - Able to accommodate a flexible schedule in response to client/team/project requirements. Known as communicative, cooperative, timely and responsive in an honest and open manner.

### 4. Plus Qualifications:

- a) Have prior work experience in an interior design services, architectural or construction oriented business.
- b) Proficiency using specialized ID related software (Sketchup, Revit, etc).