

Design Intern

General Description

Primary purpose of this position is to give an Interior Design graduate and/or Interior Design student the opportunity to work with the Design team and get experience in the industry. Intern will work closely with the Resource Coordinator to maintain and improve the Resource Library, and will further support the Designers and Resource Coordinator with other tasks as required.

Essential Functions

- Monitor and maintain all Herman Miller product literature and fabric/finish sample areas.
- Monitor and maintain literature and fabric/finish samples from non-Miller vendors.
- Keep library, Miller product literature and fabric/finish areas neat and organized.
- Perform other duties on daily/weekly Intern Task List.
- Prepare color and finish boards as requested by Designers.
- Run prints as requested.
- Assist with field verifications.
- Perform other tasks as assigned.

Other Responsibilities and Job Information

- This person has obtained or is working toward obtaining a degree in Interior Design, and should view this position as temporary, although three or four months (or summer-only duration) is typically not sufficient to learn and perform the varied and complex requirements of the position,
- Intern should be eager to experience a wide range of tasks, work with multiple Intereum teams and manufacturers, and be self-motivated, with direction as appropriate.
- This person should demonstrate commitment to professionalism, integrity and sound judgment.
- Intern will be paid an hourly rate and is responsible for turning in a time card each week.
- Hourly rate to be determined.

Reports to:

Resource Coordinator

Sue Weisberg

Direct phone: 763.417.3386

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