



PART TIME INTERIOR DESIGN ASSOCIATE

ABOUT LINGER DESIGN STUDIO

[Linger Design Studio](#) is a design boutique specialising in environmental, architectural and interior design. We're recognized for our distinctive modern, vintage and brutalist aesthetic and our design philosophy is rooted in inter-disciplinary problem solving.

"Art, science, and design are all governed by similar principles. Whether you're balancing the composition of a painting or a stoichiometric equation, the process of striking balance is essential to producing a successful outcome. Though different mediums and tools are used, there is a general order of operations. The ability to assess and re-shape problems from different perspectives often yields the most meaningful results." – Amanda Lwanga, Founder & Creative Director

Together with trusted Developers, Builders, General Contractors and Artisans, we seek to create a new experience for our clients around beauty and sustainability.

Our office is located in Edmonton, Alberta and we serve clients across Canada including Vancouver, Calgary, Edmonton, Toronto and Montreal.

ABOUT THE JOB

We are looking for detail-oriented Interior Design Associate to work directly with the Creative Director on residential and commercial interiors. You should possess an authentic design sensibility, a strong portfolio, have an appreciation of the fine arts, value reducing their carbon foot-print and have an outgoing personality.

YOUR PRIMARY RESPONSIBILITIES

You should have an intimate understanding of the interior design process from conception through installation. Your primary responsibilities will include:

- Welcoming new clients and facilitating the onboarding process
- Tacking notes at client meetings
- Tracking project timelines and budgets
- Managing the client database and related information
- Sourcing materials and furnishings
- Interfacing with general contractors, suppliers, and vendor
- Preparing and formatting design presentations
- Coordinate project installations
- Coordinating client reveal parties and photoshoots



YOUR SECONDARY RESPONSIBILITIES

We are also looking for someone who is enthusiastic about proactively contributing to a wide variety of creative endeavours. Your secondary responsibilities will include:

- Participate in developing content for television segments and social media
- Coordinating events
- Managing social media platforms
- Preparing monthly newsletters
- Designing promotional materials
- Participating in industry events
- Researching new vendors suppliers and services to collaborate with

You will be a valued member of our design boutique! This position has growth potential to manage projects and sub-contractors independently, contribute to the launch of a furniture line and participate in television appearances.

ABOUT THE APPLICANT

PERSONAL TRAITS

We are looking for someone who considers themselves to be a maker, producer or finisher - you are:

- Dedicated to the creative process
- Patient and tenacious
- Able to problem solve independently
- Have strong written and verbal communication skills
- Have strong sales and interpersonal skills
- Flexible and adapts to change well
- Artistically gifted

EDUCATION

You will need to have two or more of the following academic qualifications:

- A Diploma in Interior Design Technology – required
- A Diploma in Architectural Design – required
- A Bachelor of Fine Arts
- A Bachelor of Information Design
- A Bachelor's of Applied Science

TECHNICAL SKILLS

You will need to be proficient with the following tools:

- Microsoft Office (Word, Excel, PowerPoint, Teams) – required
- Adobe Suites (Illustrator, Photoshop, In Design) – required
- Google Suites (Gmail, Google Docs) – required
- Computer Assisted Design Software (Sketchup, Auto CAD) – required



WORK EXPERIENCE

You will need to have a combination of the following work experience:

- 2 – 5 years of experience working for a design firm – required
- 2 – 5 years of experience in sale and customer service
- 2 – 5 years of experience working with an interdisciplinary team of professionals and trades

OPERATIONAL REQUIREMENTS

You will need to meet the following criteria:

- Is NCIDQ Certified (or eligible to write the exam)
- Owns a valid driver's license
- Owns a vehicle and willing to drive within city limits and surrounding areas (travel expenses and parking will be paid will by employer)
- Proactively adheres to COVID-19 health and safety protocols

HOURS

This is a 'work hard play hard' environment and we value results. You will be required to work under pressure with tight deadlines and attention to detail. However, we're flexible with work hours and understand the importance of work-life balance.

This opportunity is for a part time contract position averaging between 15 – 30 hours per week. The successful candidate will **work from home** and may be required to work more hours leading up to project deadlines and installations.

HOW TO APPLY

Please apply through our website at lingerdesignstudio.com/apply and upload the following attachments:

1. A completed application form found on lingerdesignstudio.com/careers
2. A screen capture of your results from the **Adobe Creative Type Quiz**
3. Your cover letter
4. Your resume
5. Your portfolio of relevant work
6. References

All applications must be submitted on or before February 28th, 2021 at 6 PM Mountain Time.