

Position Title: College Intern
Reports to: Studio Manager
FLSA Status: Non-Exempt

Summary:

Design Collaborative's College Intern is an explorer, a sponge, and a team player extraordinaire. Each intern brings a unique discipline-specific skillset to the table at Design Collaborative. What they share is the opportunity to gain real life experience like how a professional office works, the phases and dynamics of a project, and a few of the nuts and bolts of their specific craft.

Education and Experience:

- Completion of 1 years of higher education toward a degree in architecture, electrical or mechanical engineering, graphic design, or interior design is preferred.
- You submit an online portfolio and resume that demonstrates design process and innovative design solutions (PDF format with 2-4 work samples)
- Aptitude towards design
- No experience needed – we will train you!

Knowledge, Skills, and Abilities:

- Exercises sound time management and organizational skills while multi-tasking
- Demonstrates strong written and verbal communication
- Ensures an attention to detail when handling projects
- Autodesk Revit, AutoCAD, Adobe Suite product experience is an asset
- Ability to meet deadlines and prioritize multiple tasks

Responsibilities:

The following items are the essential functions of this position. Other duties may be assigned as needed.

- **Entry-College Intern:**
 - Participation in project design through all stages including Conceptual Design, Schematic Design, Design Development, Construction Documentation, and Construction Administration.
 - Presentation graphics preparation
 - Verbal presentations, communications of ideas to contractors.
 - Involvement in on site activities through documentation of existing structures, field surveys, and job site visits.
 - Exposure to client and project team meetings
 - Bring fresh new ideas into Design Collaborative
- **Mid-College Intern:**
 - Same as above
 - 1+ years of architectural internship experience preferred
 - Exposure toward reviewing shop drawing submittals.
 - Familiarity with delivery methods and bidding process.
 - Familiarity with using and adhering to production standards and protocols
 - Increased familiarity with cost estimation.
 - Ability to meet deadlines and prioritize multiple tasks with little oversight

- Involvement in field surveys of existing buildings to document current conditions.
 - Go to jobsites with experienced team members to understand general construction methods
 - Assist other team members while conducting on-site observations and document site reviews
 - Participate in all project phases from Conceptual Design through Construction Administration
 - Participate in conversation relating to design intent and identify ways to incorporate into documents.
 - Manage and perform tasks with regular guidance from project team
- **Optional Aptitudes**
 - 3d Modeling software experience. e.g. Sketchup, Rhino, 3dsMax, Lumion
 - 3d Modeling tools experience. e.g. Laser cutters, 3d Printers, VR
 - Computational design software experience. e.g. Grasshopper and Dynamo
 - Programming knowledge in Python or C#
 - Proficiency with MS Office (Excel, Word, Outlook, PowerPoint)
 - Hand sketching ability a plus
 - Written communication skills to assist Marketing Communication Coordinator on writing blogs
 - Sustainability

Signatures:

Intern signature below constitutes understanding of the requirements, essential functions and duties of the position.

Name _____ Date _____