



Interior Design Internship

Retailworks is an award winning branding, design and consulting firm specializing in retail, corporate, and hospitality spaces. We have a team of creative, hardworking, friendly, and fun geniuses that can provide a unique internship experience.

Sit down with us & tell us what you want/need to learn, and what your career goals are...we'll see if we're the right fit.

This internship is generally unpaid, however, if work is performed that is the caliber of an experienced professional, then an appropriate hourly rate will apply.

Location: Retailworks, 424 W. Walnut St, Milwaukee, WI 53212

Hours: 12 hours/week [average]; exact schedule to be determined

What you will learn:

- Materials and products used in commercial design
- Basic business operations and the design process (i.e., project time tracking, delivering drawings and materials, etc.)
- Professional communication with clients, vendors and colleagues
- High standards for client deliverables

Activities will include (but are not limited to):

- Conducting product research and reporting on findings
- Maintaining/upgrading the design library
- Attending staff meetings
- Attending vendor meetings
- Attending client meetings
- Shadowing a designer on site visits
- Assistance with AutoCAD work (floor plans, lighting plans, elevations, working drawings), SketchUp, and specification schedules
- Helping prepare for presentations (i.e., putting presentation boards together)
- Special projects and tasks may include graphic design, visual merchandising, and gathering information

Requirements:

- Reliable transportation
- Dependable
- Trustworthy
- Good communication skills (listening, verbal, written)
- Good with details and follow through
- Good organizational skills and ability to prioritize time-sensitive tasks
- Self-motivated
- Familiarity with the user interfaces of both PC and Mac
- Proficiency in Microsoft Office (Word, PowerPoint, Excel)
- Basic understanding of AutoCAD and SketchUp software programs
- Basic knowledge of Illustrator and Photoshop (helpful but not necessary)

All interns must sign a standard Confidentiality Agreement before beginning the internship.

If this sounds like you - please send a resume to: Holley Bakich, hbakich@retailworksinc.com. Include the number of hours you need to complete your internship, along with your availability during the week.

