



Job Title:	Interiors Internship – 6 month fixed term
Reporting to:	Interiors Manager
Location:	Max Rollitt, Avington, Hampshire, SO21 1DA
Hours:	32.5 hours per week (10am–5pm)
Salary:	£11.44 p/h

Job Purpose

To support the Interiors team on all aspects of the interior design process, working across a select portfolio of high-end residential projects.

Working with a small team of Interior Designers to assist with the development of design concepts and presentations for high-end residential projects; assist with project estimating, administration & procurement; and support throughout, including final on-site installation.

Main Duties and Responsibilities

- Support the management of the materials library by maintaining the samples and organising supplier visits to ensure samples stay up to date.
- Provide admin support to the team of Interior Designers in each phase of the design process, including consultations, site visits, design development, presentations, and implementation using Microsoft 365, EstiMac and Wrike.
- Assist and support as required on drawing packages using Vectorworks.
- Creating visual presentations using digital or physical media to demonstrate design concepts & moodboards
- Liaise with suppliers to obtain quotes for materials and products.
- Assist in organising project samples and maintain project filing as requested by Interior Designers.
- Draft supplier purchase orders, schedules, and reports for review by the Interior Designers.
- Physically assist on-site installations.
- Process and manage archive of past and completed projects.
- Support the team with day to day administration.
- Undertake continuing professional development in design, technical skills, client-facing skills, antique knowledge and/or any area which enhances skills, ability, and knowledge in the role.

Other Duties

- Support the wider Max Rollitt Antiques and Bespoke teams where required.
- Run errands as required.
- Ad hoc production or installation duties.
- Some manual handling required.