

## DESIGN ASSISTANT

Modern Nest Homes is the design division within the Modern Nest brand, focused on designing both private client homes and internally-designed specification homes which reflect the signature style of Modern Nest. Modern Nest Homes is growing rapidly and we are seeking an additional full-time and dedicated **Design Assistant**. Reporting to the Design Director while directly supporting the Principal, this Design Assistant role will be an important and integral member of the team, managing critical responsibilities across multiple projects simultaneously. Ideal candidates are dedicated, determined, upbeat, and possessing of a strong and detail-oriented work ethic with a passion for excellence.

Our new team member will collaborate with the Principal and Design Director and contribute toward organizing, implementing and managing all aspects of our design process, including but not limited to:

- Assist in creating and maintaining project design development folders, floor plans, elevations, material, finish, and hardware schedules and construction and furniture budgets.
- Source, price, purchase, and track heavy volume of items for multiple projects simultaneously.
- Coordinate shipments from our vendors to warehouse receiver and schedule deliveries and installations in our clients' homes.
- Coordinate and assist on site visits, with an ability to document detailed material and finish decisions made on site with Principal and/or Project Lead Designer, and migrate information into official construction documentation relied upon by the design and field teams. Bring existing spec samples to site visits so Principal can visualize full material and finish palettes when finalizing creative decisions.
- Organize and prepare design presentation materials.
- Assist (and enthusiastically hustle) on installation and photo shoot days.

This is a full-time, in-person, salaried position working from our studio office in Old Town Scottsdale. Before applying, please ensure that you can commit to an in-office Monday-Friday 9am-5pm schedule. We are unable to accept applications from candidates who are seeking remote/hybrid scenarios or customized work schedules for this position, as the role requires frequent site visits. Please have reliable transportation.

## RESPONSIBILITIES

- Highly Proficient in AutoCAD, Revit, and/or Rhino (this position requires fluency and excellence in drafting), Adobe Suite (Photoshop, InDesign, and Acrobat. Illustrator is a plus), Excel/Google Sheets/Google Drive.
- Experience creating and maintaining organized digital project folders using our architectural standard file naming system, floor plans and elevations, material, finish, and hardware schedules, construction and furniture budgets, and furniture spec books. Be open and willing to learn our systematic design approach that we apply toward all projects (training for our system is provided).
- Possess fundamental understanding of architectural and dimensional standards and measurements, as well as an entry level understanding of hard and soft materials, finishes, paint, lighting, cabinetry and millwork profiles, and textiles.
- As necessary, support the design team in the preparation of floor, space, and furniture plans and elevations in AutoCAD, including on-site drafting work during site visits. Perspective hand-sketching skills are a bonus.
- Communicate with vendors to acquire quotes, ensuring that correct specification information is relayed and that trade tier pricing is acquired. Requires an understanding of how to audit and cross-reference vendor quotes with existing construction documentation and design intent to ensure quote accuracy.
- Ability to record accurate and detailed notes during site visits with Principal, Design Director, and/or Lead Designer, as well as during client presentations. Possess tact on when to contribute in meetings and when to let the project Design lead.
- Maintain continual communication with Principal and Design Director regarding project statuses, and have the ability to craft detailed project updates for reporting in weekly team meetings.

- Able to confidently reference existing project documentation when confronted with a real-time question from the construction field.
- Strong, clear and service-oriented communication with clients, vendors, subcontractors, construction field teams, and internal MN teams (including the Marketing and Commerce divisions of the Modern Nest brand).
- Experience in small decor styling and accessorizing is helpful.
- Strong positivity and willingness to pitch in and help across all project tasks, particularly during installations.
- Strong interest in the Interior Design industry as a whole, extending beyond the workplace, including the regular reading of industry publications, attending design fairs, and generally maintaining a curiosity and interest in staying on top of design trends within the design and architecture industries. Bonus if the candidate is knowledgeable of unique and specialized furniture, lighting, materiality, and textile fabricators in addition to big box resources.
- Have the ability to think and contribute creatively and intelligently. Critically anticipate problems before they arrive, while maintaining a solutions based mindset focused on workarounds during challenging moments.
- Ability to work within a team and proactively create harmonious and professional relationships. Maintain an upbeat and positive demeanor that contributes to the spirit of our driven and collaborative team, and inspired and respectful in-person office culture.
- Ability to work both autonomously and within a team environment. Understand the importance of deadlines and the difference between "working hard" and actually producing tangible deliverables.

## QUALIFICATIONS

- Degree in Interior Architecture, Interior Design or related discipline.
- Work and/or internship experience at established design studios focused on luxury residential projects.
- Proficiency in AutoCAD, Revit, and/or Rhino (this position requires fluency and excellence in drafting), Adobe Suite (Photoshop, InDesign + Illustrator is a plus), Excel/ Google Sheets/Google Drive.
- Excellent knowledge of architectural and design principles, measurement standards, and material characteristics..
- Sophisticated interpersonal and communication skills when interfacing internally and with clients.
- Design aesthetic alignment with Modern Nest brand.
- Candidates should be fully authorized to work in the U.S.

Benefits include 15 days of Paid Time Off per year, 9 paid federal holidays, and paid work-related mileage.

At this time we do not offer health insurance or retirement plans.

To apply for this Design Assistant position, please fill out this form on our web site or submit your Cover Letter, Resume, and Professional Portfolio via email to [careers@modernnesthomes.com](mailto:careers@modernnesthomes.com). Include "Design Assistant" in email subject line.