



YELLOW PRAIRIE INTERNSHIP *program*

This is a unique opportunity to gain hands-on experience in running an interior design business while working side-by-side with owner Janna Allbritton. This is a paid internship requiring a minimum of 12 hours per week commitment. Intern/assistant may be given tasks such as: office/production work, assisting on install day, errands, shopping, answering email, scheduling, organization of purchased decor, inventory of purchased items, updating website, and attending meetings with Janna.

QUALIFICATIONS

- 18 years old and over, preferably a student.
- Valid drivers license and/or transportation.
- Must know Mac computers and have a strong aptitude to computers, software, etc.
- Experience with the following websites: Facebook, Twitter, Flickr, WordPress, Instagram.
- Be organized, have basic administrative experience.
- Minimum of 1 year of interior design courses or equivalent experience.
- Ability to commit about 12-20 hours a week (weekdays) for a 3-month session, (longer sessions are available).
- Be an independent, fast-thinking, multi-tasker, motivated, individual with strong initiative and a desire to learn. Must have a sense of humor and a pleasant manner, especially with clients.
- Have a great passion for design and interest in corresponding business operations.

JOB DESCRIPTION

DESIGNING: you will be working side by side with Janna Allbritton and will learn a lot fast! You will learn: the process of a client project, ordering materials, client relations, dealing with deadlines, the ins and outs of being an interior designer's assistant.

OFFICE WORK: filing, creating forms, website maintenance, internet presence maintenance, key-wording, answering email. Outside of the office there may be client meetings, client shopping, and install days.

ATTIRE: Casual attire is acceptable for office days. Business casual is expected for client meetings and client shopping days.

SCHEDULE

- You may choose to fulfill your 12-20 hour per week requirement in several ways. Schedule will be on week days only and agreed upon before hire. Interns who are unable to fulfill this commitment may have their position reconsidered.
- The majority of work will be done in Janna Allbritton's home office located in West Salem. Please make sure you are comfortable with this work setting before considering application.



YELLOW PRAIRIE
INTERNSHIP
application

Name: _____ Date: _____
Phone: _____

Texting? YES NO

Address: _____

City, State, Zip: _____

Email: _____

Website (flickr, blog): _____

High School/College: _____

Graduation year: _____

If under 18 or in high school, please include your guardian's information: _____

Guardian's Name _____ Guardian's Phone: _____

Guardian's Email: _____

Please answer the following questions:

1. Why do you want to be an interior designer?
2. Why do you want to intern and learn from me?
3. What is your schedule/availability for the next 4 months?
4. What you are hoping to gain out of this whole experience?
5. What else interests you other than interior design?
6. Who are some of your biggest inspirations and why?
7. Do you use social networking sites? If so, which ones? * Check all that apply!
 Facebook Twitter Blog Other:
8. On a scale from 1-10, what level of people skills do you have? 1 being I prefer to smile and nod and avoid social gatherings, 10 being I can talk to anybody, anywhere, anytime and am the life of the party. *Please circle:* 1 2 3 4 5 6 7 8 9 10



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application

Intern Signature:

_____ **Dated:** _____

Intern Print :

Parent/Guardian Signature: (If under 18 or in high school)

APPLICATION REQUIREMENTS

- 1. Completed and Signed Application emailed to**
Janna Allbritton at yellowprairieinteriors@gmail.com.
- 2. Two (2) Letters of Recommendation (from academic, employer, volunteer)**
Letters should be submitted with the application if possible, but they can also be emailed by the recommender to yellowprairieinteriors@gmail.com. If necessary, please indicate on your application that your recommendations will be arriving separately.
- 3. Be available to start summer 2016.**

