

KALON STUDIO ASSISTANT

Kalon Studios is seeking a Studio Assistant who believes in doing every job with care and consideration. This person will work closely with Kalon's lead-designer to provide support throughout any needs that arise, from macro to micro tasks. This includes communication with vendors, shop visits, taking measurements, dimensional drawings, picking up supplies, and supporting the senior staff. An ideal candidate is detail-oriented and has an interest in furniture design.

Job Requirements

- + Understanding of construction methods and materials
- + Clear grasp of measurements and dimensions
- + Proficient in Rhino

Skills

- + Display a strong work ethic
- + Reliable, responsible and dependable in fulfilling obligations
- + Creative problem solver
- + Excellent communication skills
- + Excellent organizational and time management skills
- + Is able to quickly move from one task to another while maintaining awareness of all the balls in motion

General Responsibilities

- + Assisting lead-designer

Please respond with the following to careers@kalonstudios.com

- + Resume
- + 2 professional references
- + Cover letter
- + Date you can start

This position is full-time and includes benefits. Candidates selected for an interview will be provided with a more detailed job description. First round of interviews are held via phone, second round of interviews are held on site.