

neighborhood DESIGNcenter

Open Position: Architectural Design Intern Columbus, Ohio

The Neighborhood Design Center, a 501(c)3 nonprofit organization formed in 1982, seeks a part-time architectural design intern to join our staff in Columbus, Ohio. With our office located in a walkable, diverse, and historic urban neighborhood in the heart of Columbus, near The Ohio State University and the thriving Short North Arts District, this position offers the opportunity to work in one of the most dynamic and rapidly growing regions in the nation.

Historically rooted in providing free and discounted design services to business owners and community-based organizations in distressed urban corridors, the Neighborhood Design Center provides a broad range of design and planning services to Columbus neighborhoods. Examples of recent efforts can be found at www.power1cbus.org.

What you'll do

- Participate in nearly all steps of the design process on our wide range of projects.
 - Exterior façade renovations
 - Signage and graphics
 - Visioning studios
 - Building inventories
- The ideal candidate will possess a broad range design skills coupled with excellent public speaking, research, and community engagement skills.
- We emphasize cross-disciplinary interaction, so work may include landscape design, graphic design, urban art planning and development, community economic planning and development, and interior design.

What you'll need

- Student must be majoring in architecture or a design-related field
- Verbal and written communication skills
- Proficiency in MS Office and Adobe Creative Suites
- Proficiency in Adobe Creative Suite, specifically InDesign, Illustrator, and Photoshop
- Proficiency in SketchUp and/or AutoCAD is an asset
- Strong organizational skills to undertake multiple projects or facets of various projects
- Interpersonal and team collaboration skills

What we offer

The Neighborhood Design Center is a small team environment where we highly value our team and make employee development and well-being a priority. We seek students who understand our mission and are willing to build upon it, therefore we strive to give interns the most well-rounded experience possible during their time here.

How to apply

If you're interested in this position, send an email with the subject line "Architectural Design Internship" to info@columbusndc.org with the following documents in one single PDF attachment:

- A cover letter noting interest in position
- A one-page resume
- Current Portfolio (Digital PDF under 20MB or Link to online platform)

Timeline and selection process

NDC staff will review all complete applications and will schedule interviews with selected candidates on a convenient date and time. Applicants will be notified, with an expected start date within two weeks of offer letter acceptance.