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# Project Lead / Design Assistant

\$25–30/hour based on experience, plus mileage · 15–25 hours/week · Path to full-time

## ABOUT US

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Kristin Keyes Interiors is Nashville's secondhand-first design studio. We work with people who love great design but hate excess consumption and waste. We start with what our clients already have, edit out what's not working, and layer in secondhand finds to create magazine-worthy rooms. We're a small, close team based in East Nashville, and we're growing.

## ABOUT THE ROLE

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We're hiring a Project Lead to own client projects from proposal through completion. This is a role with real responsibility: you'll build project plans, write weekly client emails, coordinate tradespeople, and keep multiple projects moving without dropping details. You'll make real design decisions, from pitching paint colors to finding options for a client's furniture and decor, with Kristin's sign-off before anything goes to the client.

It is also a roll-up-your-sleeves role. We're a small studio, and everyone, including Kristin, does the hands-on work that makes projects happen. In a given week you might draft a proposal, pick up a Facebook Marketplace find, gas up and clean out the company van, install a rug, assemble furniture, or haul a chair up a client's stairs. If any of this sounds beneath you, this isn't your role. If all of it sounds like fun, keep reading.

## WHAT YOU'LL DO

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- Create project proposals and detailed project plans
- Write weekly client emails that are clear, warm, and error-free
- Coordinate schedules with painters, wallpaper installers, and other trades
- Attend client site visits to design the space, install furnishings, and facilitate tradespeople
- Source secondhand furnishings and decor, including Facebook Marketplace pickups
- Communicate directly with clients and represent the studio with warmth and professionalism

## WHO WE'RE LOOKING FOR

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You don't need formal interior design experience, but interior design should be a passion of yours. Beyond that, we're looking for:

- **Exceptional attention to detail.** Your work goes out the door right the first time. Typos, missed line items, and dropped follow-ups bother you.
- **Strong project management instincts.** You've run projects, events, accounts, or operations somewhere, and things happened on time because of you.

- **Strong installation skills.** You set rugs and furniture with precision and hang art exactly to instructions.
- **Excellent client communication.** You read people well, anticipate reactions, and know how to deliver news (good and bad) in a way that keeps everyone moving toward the outcome.
- **Outcome orientation.** You care that the project succeeds, not just that your tasks got checked off.
- **Zero ego about the work.** See above.

**Bonus points** for marketing or sales experience: social media content, email marketing, giving sharp feedback after a sales call, or knowing when to pitch a client their next room.

## REQUIREMENTS

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- Available to meet every Tuesday at 10:00am in East Nashville
- Available for client site visits on Wednesdays and Thursdays between 9:00am and 5:00pm (we're open to some modifications for the right candidate)
- Based within a reasonable commute of Five Points in East Nashville
- A safe, reliable, insured vehicle suitable for furniture pickups
- Able to lift and move furniture with and without a partner

## THE DETAILS

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- \$25–30/hour based on experience, plus mileage reimbursement. The top of the range reflects prior project leadership experience
- 15–25 hours/week to start, with genuine potential to grow into a full-time position as the studio grows

## HOW TO APPLY

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Email [kristin@kristinkeyesinteriors.com](mailto:kristin@kristinkeyesinteriors.com) and include:

1. Your resume
2. 2-3 photos of your interior design or styling work. Photos can be from your own home, and professional photography is not expected.
3. Your completed Project Lead / Design Assistant Questionnaire [HERE](#).

## THE HIRING PROCESS

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Our process has four phases.

1. **Phase 1 — Application.** Everything described above, due by end of day Friday, August 28. You'll hear from us by end of day Tuesday, September 1 if you're moving on.
2. **Phase 2 — Work sample.** A short assignment completed on your own time, due Friday, September 4. You'll hear from us by end of day Tuesday, September 8 if you're invited to the on-site demonstration.
3. **Phase 3 — On-site demonstration.** Candidates will join us in East Nashville on Friday, September 11 for a paid, hands-on working session. You'll hear from us by the end of the day Monday, September 14 if you're a finalist.
4. **Phase 4 — In-Person Interview.** Finalists will be asked to join Kristin in East Nashville on Tuesday, September 15 or Wednesday, September 16 for a 30–45 minute interview to cover any outstanding questions.