

NDCLA

Intern Exhibition Designer

Term: 5 months

Job Type: Non-Exempt

Pay: \$18 Hours: 10-20/week

Start Date: September 15, 2025

About the Role

Nippon Design Center USA, Inc. (NDCLA) is seeking a motivated and detail-oriented **Intern Exhibition Designer** to join our creative team. This is a learning-focused position ideal for upper-level undergraduate or graduate students in graphic or exhibition design who are eager to gain real-world experience. The role emphasizes professional development and exposure to the complete exhibition design process—from concept to installation. This position is hybrid, with in-person work required at both our Culver City office and the Japan House Los Angeles exhibition site in Hollywood, CA.

What You'll Learn and Contribute To

- Support the brainstorming and development of unique exhibition concepts aligned with project goals.
- Assist in the spatial design for the **Japan House Los Angeles exhibition (February 11 – May 3, 2026)**.
- Create floor plans, visitor flow diagrams, wall text layouts, and lighting design under the guidance of the Art Director.
- Help retouch and prepare graphic assets for production.
- Collaborate with the Senior Designer and vendors to ensure the highest quality design outputs.
- Work alongside installation teams and supervise vendors (art handlers, technicians) during the installation period (January 30 – February 10, 2026).
- Take on additional duties as needed in support of the project.

Qualifications

- Currently enrolled in a senior-level BA or MFA program in a design-related field (graphic design, exhibition/environmental design, or similar).
- Strong layout and composition skills with the ability to translate ideas into clear diagrams and presentations.
- Familiarity with both digital and print production processes.
- Strong communication and interpersonal skills, with the ability to work collaboratively.
- Highly organized, detail-oriented, and able to meet deadlines in a fast-paced environment.

Technical Skills

- Proficiency in **Adobe Creative Suite** (Photoshop, Illustrator, InDesign).
- Knowledge of digital production, pre-press, and graphic reproduction.
- Excellent written and spoken English.

- Bonus skills: **Figma, Blender, 3D rendering tools.**
- Proficiency in productivity tools: Word, Excel, Google Workspace, Keynote, Dropbox, Zoom, Google Meet, Microsoft Teams.

Work Schedule & Location

- Up to 20 hours per week, Monday–Friday. Hours may vary during the installation period.
- Hybrid work model:
 - Culver City, CA (NDCLA office)
 - Japan House Los Angeles, CA (exhibition site)

About Us

Founded in Tokyo in 1959, **Nippon Design Center (NDC)** has played a vital role in shaping Japan's cultural and industrial identity through design—including its contributions to the **1964 Tokyo Olympics**. In 2022, **Nippon Design Center USA (NDCLA)** was established in Los Angeles to expand this legacy internationally. Our work spans corporate identities, exhibitions, brand campaigns, interior design, and digital platforms. By blending Eastern and Western perspectives, we create bold, thoughtful, and human-centered design solutions.

We collaborate with clients across Japan, China, Southeast Asia, and the U.S., and our team thrives on curiosity, diversity, and cross-cultural perspectives.

Learn more: NDC HQ <https://www.ndc.co.jp/en/> NDCLA <https://www.ndcla.us/>

Equal Opportunity Policy

NDCLA is an equal opportunity employer and is committed to diversity and inclusion. NDCLA fosters a work environment that is free of discrimination and harassment, whether based on race, national origin, gender, gender expression, religion, ethnic background, age, disability, marital status, sexual orientation, or any other criterion prohibited by applicable federal, state, or local laws.

We believe that diversity and inclusion among our team and environment are vital to producing creative and inspiring work, and an inclusive culture makes for stronger, more innovative, engaged, and effective teams.

To Apply:

Submit your resume and portfolio to: ndcla@ndc.co.jp

Please use "Internship exhibition designer" in the subject line.

No phone calls please.

No immigration visa support.

Installation Photos from London:
Pictograms Iconic Japanese Design – Shapes of Essence



