

Position Profile

Marketing Design internship will include marketing, design, and administrative duties. This is a part-time role with most weeks being 10-15 hours per week and opportunity to flex up to 40 hours per week during photoshoots. The internship commitment is from August 1, 2021 to December 2, 2022.

CURiO is leading premium bath, body, and home fragrance company. CURiO is home to Capri Blue brand which includes the cult favorite fragrance Volcano, and Thymes brand, with the iconic fragrance, Frasier Fir. CURiO products can be found in major retailers, independent specialty stores, internationally, as well as Amazon and their own brands' websites.

Work Responsibilities:**Semester Project**

- **Work with manager to customize project to benefit both the needs of company and internship requirements**
- **Collaborate with marketing team members to support marketing creative needs for both brands. These needs could include developing creative content, copy, graphic design pieces, social content, photography work, merchandising displays and more.**

Tradeshows and Merchandising:

- **Design/Creative**
 - Assist with designing merchandise displays and bringing them to life in a showroom space This does not include travel – need to make that clear
 - Utilize Adobe Creative Suite Skills to mock-up potential design spaces for our semi-annual tradeshows
- **Sourcing/Ordering**
 - Assist with research to procure materials, pieces, and props that align with brand & marketing strategies
 - Manage and track shipped items to ensure inventory is ready for time-sensitive projects
 - Prepare, organize, and distribute the accurate number of materials per showroom
- **Tracking**
 - Manage purchase receipts and track expenses on spreadsheet throughout planning period
- **Shipping Prep**
 - Compile materials and prepare shipments for tradeshows
 - Develop and maintain item checklists according to brand and show
 - Work with team members to ensure product samples plan
- **Shipping Assistance**
 - Track packages to showrooms
 - Populate palettes with needed brand and creative materials for upcoming shows

Photoshoots and Content:

- Maintain organization and cleanliness of marketing design prep spaces during photoshoots + tradeshow preparation.
- Assist Marketing Design team with set-building and creative projects for photoshoot preparation (painting, building, making, “arting and crafting”)
- Following photoshoots, ensure all items are unpacked and put back in their assigned storage location
- Pack supplies and tools for photoshoots and/or tradeshow set-up trips
- Print and organize all photoshoot plan documents; bind them for photoshoots (shot lists, pre-pro documents) (this would fall under administrative...could prob delete...sounds not fun.)
- Assemble and manage product samples and mock-ups for photoshoots
- Assist marketing design team with supplemental photography during photoshoots to be used for our website, social media accounts, catalogs, etc.
- Assist marketing design team with executing returns of unused props and items from photoshoots
- Support marketing design team in content concepting, production, creation and editing for omni-channel execution in variety of formats (video, photo, gif, etc.)

Office / Administrative

- In-office Merchandising
 - Maintain and update In-Office Merchandising
 - Work with brand teams to obtain product
- Set up in-office product displays according to seasonal launches

General Responsibilities:

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Minimum Qualifications:

- High school diploma or equivalent
- Employment or Internship experience in office administration, retail, and merchandising, and/or photography
- Must have reliable transportation

Preferred Qualifications:

- Associate degree (or degree in process) in merchandising, marketing, graphic design, fine art or other design related area of study or equivalent work experience
- Experience working in a Fine Art, Graphic Design, 3D Design or other creative experience
- Experience using Adobe Creative Suite programs
- DIY or craft skills, experience, or interest
- General interest in social media, beauty industry, and fragrance

Computer and/or software qualifications

- Basic level of proficiency in Microsoft Excel, Word, Outlook
- Experience using Adobe Creative Suite programs

Core Competencies:

- High energy level required
- Ability to work in a fast-paced environment
- Excellent organizational and planning skills
- Must master time management, as multi-tasking will be integral to the success of the position
- Ability to solve problems quickly
- Ability to pay close attention to detail
- Knowledge of merchandising techniques, store display and selling methods
- Ability to receive instruction, ask necessary questions, and complete assignments efficiently without micromanagement

Travel Requirement: Locally, up to 30%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.

- Ability to sit and view computer monitor for a few hours at a time. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 40 pounds.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.
- Occasional photo studio environment: standing, walking, lifting, bending; interaction with teammates and photo crew, lighting changes.

*** Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*