

Position Profile:

We have an exciting opportunity for a Marketing Design Intern! This creatively challenging paid internship is an exciting opportunity to join the process of bringing beautifully designed bath, body, and home fragrance products to life visually through marketing design at Curio Brands. A mix of hard work and creative fun, this internship will provide experience in photoshoot and merchandising environments in the consumer goods industry – a hands-on learning opportunity in both the concepting and executional stages of bringing a new product to market.

The internship commitment is from September 20, 2021 to December 17, 2021; must be able to commit to the full period. This internship will include both marketing, design, and administrative duties. This is a part-time role with 10-15 hours per week.

Work Responsibilities:

Gift Markets and Merchandising:

- **Design/Creative**
 - Assist with designing merchandise displays and bringing them to life in a showroom space
 - Utilize Adobe Creative Suite Skills to mock-up potential design spaces for our semi-annual tradeshows
- **Sourcing/Ordering**
 - Assist with research activities 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
- **Shipping Assistance**
 - Track packages to showrooms
 - Build pallettes for upcoming shows

Photo Asset Preparation and Development:

- Maintain organization and cleanliness of Prop Closet + Back storage room during photoshoots + tradeshow prep
- 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)
- Assemble and manage product samples and mock-ups for photoshoots
- Assist with photographing product on photoshoot sets for supplemental material to be used for our website, social media accounts, catalogs, 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

Minimum Qualifications:

- High school diploma or equivalent
- One year of office administration experience
- One year of retail experience (visual merchandising, packing/unpacking merch)
- One year of photography experience
- Must have reliable transportation

Preferred Qualifications:

- Associate degree in business administration, merchandising, marketing, sales, or other 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 products
- DIY or craft skills or experience

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Word, Outlook

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 and under pressure
- Ability to pay close attention to detail
- Possess a high tolerance for stress
- Extensive knowledge of merchandising techniques, store display and selling methods
- Ability to be self-reliant, self-motivated and achieve goals and meet deadlines without supervision

Travel Requirement: Locally, up to 30%