

Indego Africa Studio Assistant Intern – Spring 2019

Indego Africa is looking for a Studio Assistant Intern to join our NYC team this spring! The Studio Assistant Intern will assist with product packaging, shipping, post-production, and inventory management, as well as photoshoots & in-person sales. S/he will gain hands-on experience with the logistics of running an international design and sales company while learning about the fields of design, production, wholesale/retail, marketing and analytics, and international development.

Candidate Profile:

- High-energy team player with a willingness to pitch in wherever needed
- Strong organizational skills and attention to detail
- Quick learner and problem-solver
- Proficiency in, or ability to become proficient in, Shopify (e-commerce platform) and Square (credit card-processing app)
- Passion for design, branding, and handmade products (crafty-ness a plus!)
- Familiarity with Excel, and coursework in marketing or analytics preferred

Required Skills & Expected Projects:

Logistics

- Assist Wholesale Account Manager and Production & Fulfillment Associate with packaging and shipping customer orders
- Help unpack product shipments from Rwanda and Ghana; help count, organize, and store inventory at Manhattan and Long Island City offices
- Support the Sales Team with inventory management

Post-Production

- Make sure our products look beautiful when they reach their final customer! This may include sewing on labels, ironing apparel, putting on tags, and adding other finishing touches

In-Person Sales

- Attend NYC-area trunk shows, sample sales, and pop-up shops (as needed) to help set up and sell Indego Africa merchandise

Analytics

- Assist Development & Communications Manager with Indego Africa's monthly marketing and analytics report, collecting and recording data from Google Analytics, Shopify, MailChimp, and social media platforms

Other

- Attend and assist with photoshoots
- Assist design team with sourcing and pickups/drop-offs as needed
- Conduct special projects as assigned

Dates: 10-20 hours/week; January through May 2019

Application Instructions: To apply, please email intern@indegofafrica.org with: (a) name of specific internship in the subject line, (b) your resume, (c) a thoughtful cover letter. Your name, the date, and the position must be in the title of your attached documents. No phone calls please.

Please note that this is an unpaid position. School credit can be arranged upon request.