

## Production Associate (Part-time)

Drive change. Shape the future. Use your hands. Surround yourself with transcendent scents!

Bright Black uses scent to share positive stories about Blackness. Our small, passionate, hard-working, fun team is looking to hire a Production Associate to support production at our Durham, NC-based facility. In just a few years, Bright Black has collaborated with numerous partners, including the NBA, Michelle Obama and Jordan Peele/HBO, and has been featured in over 70 media outlets including Beyoncé's Black Parade, Vogue, People, NPR and Durham Magazine. Now, we're looking to expand our team with someone who has a passion for artisanship, community, and sharing the brilliance of Black people, culture, and history.

### Your Role:

- The Bright Black Production Associate has responsibility for handcrafting small batch, high-quality candles. The Production Associate will also support fulfillment and shipping activities, vendor market participation, and Bright Black Scent Showroom/Creator Studio staffing. **The ideal candidate will be able to balance pace and accuracy, in an effort to hit daily target production and quality goals.** This position is part-time, but may evolve into a full-time role in the future. Specific hours will be determined in partnership with the chosen applicant based on both parties' needs.

### Your Responsibilities:

- Handcrafts small-batch candles.
- Finishes poured candles using processes designed by Bright Black co-founders.
- Prepares, cleans and labels candle vessels.
- Cuts and assembles wicks.
- Measures wax and oils.
- Supports shipping activities including packaging finished candles for fulfillment.
- Assists with monitoring supplies and inventory.
- Maintains a clean, neat, safe and orderly work area.
- Upholds the highest standard of artisanship.
- Welcomes and engages with customers as they enter the Bright Black Creator Studio/Showroom
- Works with cash register and process payments at Craft/Makers Markets and/or the Bright Black Showroom
- Gives customers advice about products, sales and promotions
- Cleans and restocks the store throughout the day, before opening and after closing
- Other responsibilities as requested

### Your Skills and Experiences:

- Impeccably high attention to detail, punctuality, responsible, careful fine motor skills.
- Self-directed, but comfortable with asking questions and open to taking directions.
- Consistent, yet adaptable.
- Completes repetitive tasks with precision.
- Self-motivated, full of integrity, with a strong work ethic.
- Creative problem-solving skills, collaborative, and positive, with strong verbal and written communication skills.

- Professional, including dependability with respect to schedule and completed work.
- Alignment with Bright Black mission, vision, and values.
- **Previous candle making experience and previous retail experience is a plus, but not required. We are willing to train the candidate upon hire.**

**Job Requirements:**

- Ability to stand or walk for 6-8 hours a day.
- Ability to lift 20-50 lbs. throughout the day.

**Good Reasons to Join:**

- We are a dynamic, fast-growing, mission-driven company offering competitive pay (\$15-\$17 per hour depending on experience), employee discounts, and a healthy and kind work environment. We strive to run our business with consciousness, upholding the values of inter-being, cooperative economics, respect and creativity.

**To Apply:**

- Are you the perfect Production Associate for the Bright Black team? If so, please send your **resume and cover letter** to [brightblackhiring@gmail.com](mailto:brightblackhiring@gmail.com). In your cover letter, please explain how you are aligned with the Bright Black mission and vision. Please also indicate your work availability, how you heard about the position, and ideally, how long you'd like to work on the Bright Black team. **Incomplete applications will not be considered.**

*We're an **equal opportunity employer**. We make employment decisions on the basis of merit. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, marital, veteran or disability status, age, ancestry, citizenship, sexual orientation, pregnancy, or any other consideration made unlawful by federal, state, or local laws.*