



## **Creative Production Assistant**

Fancy being part of an online creative business that makes personalised ceramic photo gifts, personalised gifts and stationery? I am looking for a part-time Creative Production Assistant to join us in a role that has great scope to grow.

### **Initial Responsibilities will include:**

- Organising and managing new orders from Not on the high street
- Creating and making customers orders
- Making stationery and gifts, including adding personalisation
- Preparing stock for big occasions
- Helping a busy little studio keep on track

### **Future Responsibilities could include:**

- Designing new products, being part of the design process
- Editing customers photos and creating proofs
- Customer service, handling conversations with customers

### **You will need to:**

- Enjoy designing, creating and making things
- Have an eye for design and detail
- Be happy to work on your own as well as with others
- Care about the detail and have high standards
- Be a good communicator
- Be organised, committed and good at time management
- Be a competent computer user
- Have a willingness to 'muck in' when it's busy and stay calm under pressure
- Bring energy, passion and a good sense of fun!
- Be excited to be part of helping grow a small business
- Previous experience of being creative and making would be an advantage

### **The Detail:**

- Join as soon as possible on a trial period of 3 months
- Hours and days to be discussed, but at least **6-13 hours a week**
- Role is for year round employment, some holidays can coincide with some school holidays
- **Pay is £8.50ph**

### **Application Process**

If you think you're the sort of person I'm looking for, please email Claire Millen on [claire@periwinkleandclay.com](mailto:claire@periwinkleandclay.com) as soon as possible with your CV and covering letter outlining why you're perfect for the role.