



[www.EmJha.com](http://www.EmJha.com)

#### Design Assistant Intern Purpose and Scope:

To assist the Designer by participating in all phases of the design development process from initial concept to production. The candidate must have a positive attitude, high-energy, and be stylish and tenacious. They must be able to wear many hats, and have an eye for detail. All applicants must have reliable transportation (their own car). Having their own laptop with internet/Wi-Fi access is a plus and reliability is a MUST.

This is a non-paid internship position that is on an as need basis. Time commitments of up to 20 hours monthly on a per project basis to start.

This position offers hands on training in the fashion apparel industry. You'll get to experience everything from design to model shoots and production to shipping. You will work directly with the designer, interface with cutters, contractors and suppliers. For the ideal candidate, this will turn into a paid position.

#### Responsibilities:

- \*Attend fit meetings and work with the designer to ensure consistent quality results, as well as communication in regards to all revisions on protos and sales samples.
- \*Work with Designer on the initial seasonal design: pull fabrics, develop concepts/new model ideas, line sheets, assemble presentation boards for meetings, prepare mock-ups, color-ups, mood boards, inspirational photos, etc.
- \*Work with Designer on color palettes for specific products.
- \*Responsible for building, maintaining and updating design boards for each group/concept and maintaining them as they evolve (obtain sketches, prepare boards and submit sketches to the designer for colorings).
- \*Gather information/materials needed for package development for hand off to designer.
- \*Attend coordinate/meetings, take detailed notes and participate in order to follow-up with the designer as needed.
- \*Prepare for events/photo shoots to insure that garments are complete and ready.
- \*Review all incoming collection e-mails, organize questions to review with Designer and follow-up when appropriate.
- \*Organize design studio to ensure smooth operation.
- \*Attend fashion presentations:
  - \*coordinate dressers, interns and models
  - \*bag and tag featured garments
  - \*be responsible for all garments, accessories, etc. (label and log)
  - \*create model line up

#### Job Requirements:

- \*1-2 years of design experience.
- \*Multiple brand and product knowledge.
- \*Fundamental understanding of garment construction.
- \*Fit experience from proto to production.
- \*Organized, highly motivated, proactive, multi-tasking/time management, must be able to work without constant supervision.
- \*Strong communication skills and ability to work well with multiple divisions.
- \*Knowledge of PC/Microsoft Office Suite, Illustrator is mandatory and web PDM is helpful.
- \*Knowledge of yarns, fabrics, designers, design publications is a must.
- \*All applicants must have the ability to travel as need (valid and current passport) at the designers or their own expense as negotiated with prior knowledge.

This is an opportunity to get involved with an emerging brand. If this sounds like a position for you, please email us your resume and photo to [employment@emjha.com](mailto:employment@emjha.com).



[www.EmJha.com](http://www.EmJha.com)

#### Personal Assistant Intern

**Purpose and Scope:** To assist the Designer by fulfilling administrative/personal assistant duties on an as needed basis. The candidate must have a positive attitude, high-energy, and be stylish and tenacious. They must be able to wear many hats, and have an eye for detail. All applicants must have reliable transportation meaning your own car. Having their own laptop with internet/Wi-Fi access is a plus and reliability is a MUST.

This is a non-paid internship position that is on an as need basis. Time commitments are up to 20 hours monthly on a per project basis to start.

Personal Assistant positions demand competence and skill at performing the following duties:

- \* reading, monitoring and responding to the designer's email,
- \* answering calls and handling queries,
- \* preparing correspondence on the designer's behalf,
- \* commissioning work on the designer's behalf
- \* liaising with staff, clients, etc.
- \* booking meetings.
- \* organizing travel and preparing complex travel itineraries.
- \* Schedule and listen-in on all important calls with designer, follow up as necessary
- \* planning, organizing and managing events.
- \* managing a budget.
- \* attending events/meetings as the designer's representative.
- \* conducting research on the internet.
- \* preparing presentations.
- \* preparing papers for meetings.
- \* updating websites.
- \* typing documents.
- \* managing projects.
- \* availability to be on call via Blackberry as needed.
- \* All applicants must have the ability to travel as need (valid and current passport) at the designers or their own expense as negotiated with prior knowledge.
- \* assisting with personal needs as appropriate
- \* capable of operating in an evolving and often unstructured environment
- \*Multiple fashion brand and product knowledge.
- \*Fundamental understanding of the fashion industry.

This is an opportunity to get involved with an emerging brand. If this sounds like a position for you, please email us your resume and photo to [employment@emjha.com](mailto:employment@emjha.com).