

PRODUCT & EVENT MANAGEMENT INTERN

LOCATION: Westport, CT

STATUS: 10 – 15 Hours / Week

EDUCATION: Bachelor's or higher at an accredited college or university

COMPENSATION: Weekly stipend

Apply: hello@thaccessoryjunkie.com

DESCRIPTION:

TheAccessoryJunkie.com is a fast growing ecommerce start up that releases limited collections of accessories curated from around the world. The ideal applicant will take pride in their attention to detail skills. This position is also responsible for managing the physical inventory of accessories for the summer collection as they arrive from around the world; cataloguing, recording details and archiving details into a central system. Hands on experience managing summer pop up events, working with customers and third party brand partners. Assistance at local photoshoots including on set prop styling, wardrobe and accessory management. A great role for someone who loves fashion and accessories, is curious about the world and is looking for a wide scope of experience that's only available at a start up tech company.

This position works closely with and reports to the founders.

DUTIES + RESPONSIBILITIES:

- Manage physical inventory of accessories with order and care
- Assist in photoshoots, on-set prop styling, wardrobe and accessory management
- Set up and pack down of pop up events
- Customer service
- Changing daily needs of the founder to pull inventory at a moments notice for events and marketing opportunities

KNOWLEDGE, SKILLS, + ABILITIES:

- Must be extremely detail oriented with strong attention to follow-through
- Strong writing skills
- Communicate effectively in both written + verbal form
- Flexible in work functions + duties
- Ability to manage multiple tasks + meet deadlines
- Proactive approach and problem solving
- Exceptional time management skills
- Strong teamwork skills