

Internship Description

Job Title: Wardrobe Assistant
Department: Wardrobe
Reports To: Shari Barnett, Director of Creative Services

Position Summary: *The Intern will be assisting with the day-to-day functions and operations in the Wardrobe and Creative Services Department.*

Ideal candidates will be familiar with men's and women's garments and sizing. Students studying fashion design, retail, or merchandising and able to work in a fast-paced and energetic environment will benefit greatly from this opportunity. A proactive, can-do, teamwork-driven attitude is plus; a passion for fashion is a must.

Skills and Duties

- *Excellent driving record and reliable transportation*
- *Good sense of humor and excellent communication skills*
- *Ability to work with tight deadlines and attention to detail*
- *Confidence, flexibility, structure and organization skills*
- *Excellent MS Office (Word/Excel/PPT) skills*
- *Pick up wardrobe orders from various stores (mileage to be reimbursed)*
- *Return garments after presentations that were not selected; ensure that they are returned in the same condition that they were purchased in*
- *Ensure that all returns are made in a timely basis – taking note of store deadlines & policies*
- *Keep track of any incoming / outgoing receipts so they can be input on spreadsheets (list team & item for job coding)*
- *Check incoming wardrobe against POs*
- *Designate garment sizes per team member based on POs / size charts to compile complete outfits by team. Include all paper work for each team member*
- *Fill in check sheets with correct sizes designated per talent*
- *Pack wardrobe into shipping boxes*

For information contact: sbarnett@productions-plus.com