



## Retail Coordinator Intern - Spring 2017

### Position Information

#### Employer:

Exhibits Development Group

#### Division:

N/A

#### Title:

Retail Coordinator Intern - Spring 2017

#### Description:

Location: 141 East 4th Street, Suite 103, Saint Paul, MN 55101  
 Remuneration: Unpaid 3 month internship. Reimbursement for Parking and Bus Fare.  
 Schedule: 2-3 days a week for a minimum of 160 hours (10-12 hours/week minimum)

Description: Exhibits Development Group (EDG) is a company dedicated to the development, production, marketing and distribution of traveling museum exhibitions, cultural projects, and corporate collections. The intern will be mentored by EDG's Retail Coordinator along with EDG's Project Manager on a number of projects, which may include, but are not limited to:

- Managing existing inventory for each individual exhibition simultaneously
- Providing support to Exhibition Retail Sales
- Sourcing new products/vendors for exhibition retail
- Maintaining strong relationships with current and future vendors
- Developing Sales strategies to creatively sell current EDG Merchandise
- Assisting with retail graphics, signage, and merchandising ideas as needed
- Communicating with retail managers across the country
- Developing an advanced understanding of EDG's diverse and variable portfolio

#### Location:

#### Location #1

Nationwide  
 no  
 City  
 St. Paul  
 State/Province  
 Minnesota  
 Country  
 United States

#### Position Type:

Unpaid, Internship

#### Desired Class Level(s):

Sophomore, Junior, Senior

### How To Apply



#### Requested Documents:

- Resume
- Cover Letter

### Important Dates



#### Posted On:

Sep 08, 2016

#### Applications Accepted Until:

Dec 15, 2016

### Default Email For Resumes



internships@exhibitsdevelopment.com

### Contact Information

**Employer:** Exhibits Development Group

**Name:** Ivy Johnson

**Title:** Exhibits Development Group

**E-mail:** internships@exhibitsdevelopment.com

**Website:** http://exhibitsdevelopment.com

**Phone:** 6512221121

**Address:** 141 East 4th Street Suite #103  
 Saint Paul, MN  
 55102 United States

**Salary Level:**Not Available **Job Function:**

Business: Brand Management, Marketing, Sales

**Desired Start Date:**

January 13, 2017

**Approximate Hours Per Week:**

12-20 hours a week

**Qualifications:**

- Junior or Senior undergraduate (sophomores may be considered if appropriate criteria is met)
- Major in Fashion Merchandising/Business (or other related majors)
- Candidate must have exceptional written and verbal communication skills
- Must be proficient with Microsoft Office (i.e. Outlook, Excel and Word)
- Photoshop/Illustrator knowledge is a plus but not required
- Strong computer knowledge and organizational skills
- Must have a positive/ambitious/creative attitude