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

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

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
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