



Parrott Design Studio

SIMPLE & LOVELY LETTERPRESS

Parrott Design Studio, a boutique design and letterpress studio, is hiring for a summer intern!

Parrott Design Studio is a nationally recognized studio specializing in custom design and letterpress printing for weddings and special events. The studio also offers a collection of letterpress printed wedding invitations, ready-made greetings, and paper products.

We are looking for a detail-oriented, creative, and crafty individual who is a self-starter, quick learner, responsible, and fun to work with. Must love paper, weddings, and dogs (the studio is home to two!).

RESPONSIBILITIES

- Assist with stationery and greeting card line, including folding, packaging, and labeling
- Assist with order fulfillment, including Etsy and wholesale orders
- Assist with managing new and current wholesale accounts, including sending catalogs and samples
- Assembling and sending sample packages to potential clients
- Assist with custom wedding work, including assembly and project management
- Assist with preparing projects for print
- Assist with social media, blogging, and taking photos, if interested
- General administrative assistance as needed

No letterpress printing is involved in the internship. The intern will learn about the letterpress printing and have the opportunity to print a personal project (or two) as time allows.

SCHEDULE

- 10 hours per week, 2 days a week
- Must be able to come to our home-based studio in Providence, Rhode Island
- Days and times are flexible, but generally between the hours of 10 - 5
- Internship will run mid-May to early August (start and end dates flexible)
- Salary - hourly

TO APPLY

Please submit your cover letter and resume to sarah@parrottdesignstudio.com by April 6. Please include any online presence you have including links to your portfolio, blog, Pinterest, Twitter, flickr, etc. to help us learn more about your personality and aesthetic.

Thank you so much for your interest!