



CREATIVE BUSINESS INTERNSHIP – PAID!

- *Thriving local jewelry designer is on the hunt for a creative, marketing savvy intern**
- *Learn hands-on experience in digital marketing, customer acquisition and fulfillment**
- *Must have great attention to detail and a creative eye!**
- *Paid Internship!**
- *Cool work environment in local artist studio in Turlock, CA.**
- *Looking to hire as soon as possible!**

ROLES & RESPONSIBILITIES:

- Order fulfillment
 - Responsible for fulfilling online orders which includes pulling items from inventory, packaging and shipping. Send email notifications to the customer to notify that item has shipped and provide tracking number.
- Etsy shop management
 - Manage online inventory. Making sure that inventory in ETSY shop is accurate by renewing listings and adding new listings to the library. Provide product description and photos for each listing.
- E-mail Marketing
 - Manage online email database tool (Mailchimp or Constant Contact)
 - Monthly emails to retailers with photos of new collections
 - Requires organization, editorial calendar development and clever copywriting
- Customer Relations
 - Call/email boutiques to make appointments and take orders.
- Social Media
 - Provide clever, creative copywriting and posts
 - Posting to Facebook and Instagram

REQUIREMENTS:

- Must have social media experience using Instagram and Facebook.
- Photography experience using iPhone. Photoshop experience preferred.
- Must have knowledge of MAC/PC Word and Excel
- Be interested in marketing & fashion, love the thrill of working at a start-up, and be clued in to new developments in tech
- Comfortable picking up the phone and making outreach to potential boutiques and current retailers
- Must be a college graduate or currently enrolled in college. Business and Marketing education preferred.
- Retail experience preferred, not mandatory
- Graphic design experience preferred, not mandatory
- Jewelry experience not necessary, but enjoy the craft!

INTERNSHIP TERMS

- Yes, this internship is paid! Stipend amount will depend on schedule, hours confirmed to work each week & job experience.



- Flexible hours 10-20 hours per week.
- Job start date dependent on finding the right candidate
- Work from the artist's studio in Turlock, CA.
- Potential for growth into F/T Account Coordinator position

REQUIRED EXPERIENCE

- Expertise with Facebook, Instagram, Twitter and Pinterest
- Experience with blogging technology such as Wordpress
- Familiarity with Etsy.com
- Experience with graphic design programs
- Experience with graphic design, creating event invitations
- Draft press releases

TO APPLY:

Please email Joy with answers to the following questions:

- 1.) Why would you like an internship working with jewelry and business?
- 2.) Do you have work samples or examples that you could provide?
- 3.) Please attach your resume
- 4.) Please send one personal reference who can speak to your character and one professional reference with whom you have reported.

Does this internship sound interesting? If so, we would love to hear from you!

Resume to joy@joydraveckyjewelry.com

ABOUT THE DESIGNER, JOY DRAVECKY:

Joy Dravecky believes there is always a place for beauty in a woman's life, no matter who she is or what she's doing. Her stunning jewelry collections are a reflection of that philosophy, with pieces that are equally as gorgeous with a pair of faded jeans and flip-flops as they are with a little black dress and heels.

Her timeless work combines organic materials such as rough-cut, semi-precious stones paired with gold-filled metal, oxidized silver or vintage brass. Her deep love of natural objects and bohemian influences sends her searching for materials in unlikely places — her Fall 2013 collection includes shark-tooth pieces inspired by a rummage through her husband's childhood rock collection.

Joy sits down to work with the woman who will wear her jewelry in mind, and the end result is a classic piece that a woman of any age can count on again and again. Her necklaces, bracelets and earrings add an essential bit of low-key glamour to everyday life, with pieces meant to be worn and loved rather than stashed away.

Joy Dravecky lives and works in California. You can find her jewelry at her Etsy shop or at boutiques through Colorado, Oregon, Texas, Nevada, as well as California.

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