

## VISUAL MERCHANDISER INTERN

NET-A-PORTER is an established global Internet retailer of cutting edge luxury fashion labels relied upon for its exceptional quality of service and eye for the next big thing. With an expanding domestic and global market, and revenues increasing month on month, critical strategic change is on the agenda, in order for us to achieve the objective of dominating our sector as a truly successful force in online retail.

"Women who live in Riyadh, Portofino, Monaco, Honolulu and Gstaad use NET-A-PORTER as they would a local boutique – if only they had one that stocked Jimmy Choo, Marc Jacobs, Diane von Furstenberg, Cacharel, Katayone Adeli ..." *The Times, London*

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We currently have a 3 month placement available for an Intern within our VM department. Through shadowing and assisting our VM team, you will gain first hand experience of the busy fashion world. This is a unique opportunity for a bright individual to be involved with what is quickly becoming an iconic fashion shop.

### Responsibilities:

- Assisting Visual Merchandisers and Photographers in daily running of the studio.
- Dress and undress mannequins according to Stylists' instructions.
- Prepare stock for shooting - remove labels, steam, iron...-
- Keep an updated record of stock received from Sample Department in weekly spreadsheets.
- Return samples to Sample Department with right labels/documentation.
- Create and update spreadsheets for Photography and Editorial teams.
- Keep studio and equipment tidy and organized at all times.
- Ad hoc duties.

### Essential Skills & Requirements

- Some knowledge or experience of fashion.
- Basic understanding of Word, Excel and Outlook, essential.
- Ability to take initiative and must have the confidence to learn in a "live" environment.
- Must be reliable with excellent organizational skills and very strong attention to detail.
- Must demonstrate an appreciation and understanding of the importance of high quality as a function within the business. Excellent written and verbal communication skills.
- Experience in handling mannequins desirable but not essential.

### This is a Paid Internship

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**Location:** This role is currently based in Long Island City, NY 11101

Please note, this position will be moving to Mahwah, NJ in spring/summer 2011 and you will be required to work from there.

### To Apply

Please send us an updated CV/Resume (including examples of relevant previous work) and a cover letter explaining why you feel you are suited to NET-A-PORTER and this role. These should be emailed to [jobs@net-a-porter.com](mailto:jobs@net-a-porter.com)

**EOE M/F/D/V. Qualified females and minorities are encouraged to apply.**

**NO RECRUITMENT AGENCIES PLEASE**