

encircled

BE MORE WITH LESS

PRODUCTION + DESIGN INTERN

F/T Summer Placement

Term: May 6th 2019 - August 23rd 2019

The Opportunity

Encircled is a fast-growing ethical fashion start-up with a five-year track record that's powered by a small but passionate team. We create versatile clothing that helps women build a minimalist closet that they love and actually wear. We design our clothing and basic essentials from sustainable fabrics and produce them locally in Toronto, retailing 100% direct to consumer through our websites and pop-up shops. Encircled is proud to be a certified B Corporation.

Working alongside the Production Manager, you will learn all aspects of design and development from an industry perspective. From initial concept to fabric sourcing and production technicalities, you will lend direct assistance toward both the creative and technical aspects of the production of our designs. Our brand is primarily sold online, although we periodically do in-person shows, events and pop-up shops, which will be a great opportunity to have a hand in.

Encircled is looking for a flexible, growth-mindset fuelled individual who will work closely with the Production and Design team members at the Toronto office in the vibrant west-end Junction area and thrive in an often unpredictable and fast-paced environment. As Encircled is a small business on a high growth trajectory, this role will offer a broad variety of responsibility on a day-to-day basis.

The details of this role will vary but include:

- Assisting in the quality control and stocking process of new shipments
- Conducting Production repairs
- Conducting periodic inventory counts and re-organizing stock
- Counting notions inventory for order replenishment
- Bagging and batch preparing extra trims sent out for orders
- Helping with labelling and cutting paper patterns
- Sewing samples using industrial machines
- Shipping orders as needed
- Merchandising the in-studio shop and helping with events

- Other projects and duties as required

Must-haves

- Enrolled in college or university Fashion Design program full-time and intending to return after the placement
- Creative flair with an eye for pattern and colour
- Experience in pattern developments, fit evaluation, and general fabric property knowledge
- A self-starter and creative thinker with the ability to interpret seasonal concepts
- Ability to follow through on multiple tasks simultaneously
- Ability to work in a collaborative, team-based culture
- Ability to accurately hand sew/repair snaps and buttons, steam garments and use an industrial sewing machine
- Ability to take initiative to prepare any behind the scenes tasks
- A passion for ethical fashion and sustainability
- Be between the ages of 15 and 30 (inclusive) at the time of intake/selection
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada
- Be legally entitled to work according to the relevant provincial/territorial legislation and regulations

Good-to-Haves

- Experience working in with fashion design and product development
- Confidence using programs including Google Docs, Microsoft Office, and Adobe Creative Suite including Illustrator
- Understanding of garment construction in order to evaluate quality
- A passion to work in a fast-paced environment doing hands-on tasks

Pay / Hours

- Hourly wage of \$15/hour for 37.5 hours/week
- Business hours are Monday to Friday, 9-5. We're looking for someone to work during business hours with flexibility for occasional weekend or evening shifts.

Perks

- Casual dress code at our office
- Free tea, snacks and coffee
- Opportunity to buy our clothing at a discounted rate for yourself, and friends and family

- Cool, start-up brand to add to your resume
- Opportunity to own projects from start to finish, and build something from the ground up

This company is a start-up that is experiencing high growth. It's a great opportunity to get in on the ground floor and grow with the company.

Application Details

Application Deadline: February 7, 2019 at 11:59pm (extended).

Apply online via our application portal <<https://goodandwell.typeform.com/to/mFTfcT>> and include the following:

- Resume or CV
- Answers to the following questions:
 - What will you bring to the internship?
 - What do you hope to gain from the internship?
 - What does social impact mean to you?
 - Describe a time when you faced a challenge. How did you approach it and what did you learn from that experience?

Encircled is an equal opportunity employer committed to diversity and inclusion. We consider all applicants regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, and Indigenous status.