

WEB
simplesong.typepad.com
simplesongdesign.com

SHOP
FIFTEEN/ELEVEN
1511 King Street
Alexandria, VA 22314



PART-TIME STUDIO + SHOP ASSISTANT

JOB DESCRIPTION

SIMPLESONG Design is seeking a studio and shop assistant to assist with all day-to-day aspects of running our boutique design studio and retail shop, Fifteen/Eleven. Responsibilities include, but not limited to, are:

- Invitation and wedding paper goods production and assembly.
- Front-of-store assistance [e.g. pricing product, window displays, customer check-out/assistance, answering phones + email, inventory, etc.].
- Packaging and fulfilling online orders.
- Assist with managing wholesale/retail line and preparation for the 2012 National Stationery Show. This includes assisting with creating our booth, developing mailing lists, product assembly/development and much more!
- Administrative duties as assigned.

Our ideal candidate is a self-starter, creative, responsible, resourceful, excellent attention to detail, and has a good eye for design. Retail experience helpful but not required. You must be computer savvy and love paper and design. Social media + Illustrator experience helpful.

START DATE

- Early February
- Position is located in our Old Town Alexandria studio/store [1511 King Street]

SCHEDULE

- On average, 20 hours per week. Pay is hourly.
- Thursday, Fridays and two Saturdays per month. Unfortunately, schedule is not flexible and you must be available these days

ABOUT SIMPLESONG Design + Fifteen/Eleven

- SIMPLESONG Design is a boutique design and letterpress studio based in Old Town Alexandria. See our websites [[SIMPLESONG](#) // [Fifteen/Eleven](#)] and [blog](#) for more information.

TO APPLY

- Email your resume and cover letter to jobs@simplesongdesign.com. Please also include links to your blog, Pinterest, portfolio or any other online presence you may have that indicates your personality and design aesthetic. Due to the number of applications we receive, we will only contact potential candidates. Thank for your interest!