



FS OBJECTS PRODUCTION AND FULFILLMENT INTERNSHIP
Winter 2019

INTRODUCTION: Fort Standard is a contemporary design studio with progressive creative thinking and an obsessive approach to craft. We believe in generating value through good design to transform everyday spaces into ideal living environments. As a team, we emphasize sharing, exploration and community throughout our day in order to reach our business goals.

DESCRIPTION: This internship focuses on the growth of our FS home goods product line. There are two aspects to this position. First, you will work on the production of our home goods product line to make our physical product. Second, you will lead the fulfillment process to pack and ship product orders to customers.

QUALIFICATIONS: Applicants must have an interest in design and small business development. You must be well organized, have a strong work ethic and significant experience working with your hands. Both production and packing require a keen attention to detail. You also must be a team player, who is willing to help on a variety of things to get work done.

We are a small team, so our intern is an integral member. Therefore, you must take pride in the work you create to represent FS.

PRODUCTION RESPONSIBILITIES:

- Produce product collection. Sample production processes include: cutting leather, cork and wood, adhering leather to stone with contact cement, finishing brass objects
- Monitor product production so only the highest quality products ship to customers
- Organize and maintain pre-production and finished inventory
- Manage shipments and deliveries; unpack and examine incoming shipments of materials, reject damaged items, and record shortages
- Help produce furniture in the shop as skills are assessed and as projects develop

FULFILLMENT RESPONSIBILITIES:

- Pack e-commerce and wholesale product orders to ensure all orders ship on time
- Carefully wrap and package products for inventory shelves
- Manage shipments and deliveries; unpack and examine incoming shipments of materials, reject damaged items, and record shortages
- Work with Studio Manager to maintain an accurate count of all inventory

ADDITIONAL OPPORTUNITIES:

Your contributions and individual skills are valuable to us, so if there are other ways you can contribute to FS growth, we would be happy to discuss including them within your other responsibilities.

ADDITIONAL INFORMATION:

This position will be 4-5 days per week (32 – 40 hrs/wk) starting January through March/April. This is a 12 week minimum internship.

Our studio is located at 175 Van Dyke Street in Red Hook, Brooklyn, which does not have easy subway access. Please ensure you can have a reasonable commute via bus, bike or car before submitting.

If you are able to receive school credit for this position, we would be happy to discuss that further with you.

APPLICATION:

If interested, please email Julia through info@fsobjects.com with the subject line “FS Winter 2019 Internship_Your Name” and the below as PDF attachments.

- Resume
- Cover letter
- 2 letters of recommendation

Please title the attachments with the formats “FS Winter 2019 Internship_Name_Resume” for your resume and “FS Winter 2019 Internship_Name_CV” for your cover letter.

Within your cover letter, please include a brief description of one college class, experience or internship that provided a relevant skill to apply to this internship.

FOLLOW UP:

Due to the level of responses we receive, we will not be following up with all applicants directly but if we feel you are a good fit, we will email qualified candidates within 7 days of receiving your application. Thank you!