



FORT STANDARD PRODUCTION AND FULFILLMENT INTERNSHIP
Summer 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. Based on your skill set and interests, you may be able to also help with the production of our furniture collection.

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, 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
- Furniture production see below under Additional Opportunities

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:

-Furniture production under the supervision of the lead woodworker. Sample production includes: planning, sanding, cutting and joining of wood. Additional materials to work with are metal and leather. Depending on your skills and our other summer hires, this could be more of a focus of your internship. Please express your interest in your cover letter to discuss further during the interview process

-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 5 days per week (40 hrs/wk) starting mid-May/early-June through August. 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 Summer 2019 Internship_Your Name" and the below as PDF attachments.

- Resume

- Cover letter

- 2 letters of recommendation (to be provided 1 week after initial phone interview)

Please title the attachments with the formats "FS Summer 2019 Internship_Name_Resume" for your resume and "FS Summer 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!