

KOTN

Creative Intern

Full-Time Summer Internship

Term: May 9th, 2022 - August 12th, 2022

At Kotn, we're reimagining the way our everyday items are made and purchased, beginning with your wardrobe, setting a new standard for social impact and traceability. Founded in February 2015, Kotn has been featured in over 80 publications such as New York Times, GQ, Vogue, Elle, and The Wall St. Journal. Kotn was founded in Toronto by three best friends, who were fed up with compromising on quality, design, sustainability, brand experience, and price.

ABOUT THIS ROLE:

Kotn is looking for a driven, creative and enthusiastic Creative Intern to join our Toronto team. Working alongside our creative producer, you will learn the ins and outs of how a retail creative team functions. This internship will help prepare for a career in sustainable fashion by offering: exposure to creative project workflow, experience with time management using diverse media and tools in a multi-office environment, exposure to working with outside vendors, and interaction with subject matter experts in Design, Content Marketing, and Production.

GOOD & WELL INTERNSHIP PROGRAM

This internship is being offered as a part of [The Good & Well Internship Program](#). Throughout our summer internship program, Good & Well provides participants with opportunities to work with dynamic, high-potential social ventures as well as to learn from and network with professionals working within the social impact ecosystem in Toronto.

KEY RESPONSIBILITIES

- Support with day to day operations surrounding ecom, editorial and campaign shoots—organizing samples, assisting in preparing and returning stock to warehouse, responsible for ordering snacks and coordinating lunches on set.
- Support with sample tracking—ensuring tracking numbers are closely followed, contacting shipping services (DHL, TNT) when needed.
- Support with placing orders for any styling items and coordinating with team to ensure product arrives ahead of shoot
- Support with financial reconciliation and admin—gathering invoices, following up with talent, sending billing details etc.

- Send reach outs related to casting, location scouting, equipment rentals etc.
- Gather final assets and send to creative talent when requested (wetransfer)
- Assist with any additional tasks on an as-needed basis across the creative team. This would include working alongside the creative operations manager, and our creative design teams..
- Execute on other operational duties, as required

MUST-HAVES

- Good verbal and written communication skills
- Ability to manage many deadlines at once
- Legally entitled to work according to Ontario's legislation and regulations

GOOD-TO-HAVES

- Positive Attitude / Eagerness to Learn
- Ability to juggle many different stakeholders and track various activities.

OTHER DETAILS

- \$19.05/hour for 37.5 hours/week
- Business hours are Monday to Friday, 9am-5:30pm EST.
- This role is a hybrid role, on shoot days, you will be expected to come into our offices located at 263 Adelaide Street West, Suite 401, Toronto, ON, M5H 3G2 and may have other days where you work from home

HOW TO APPLY

The application deadline is **January 16, 2022, at 11:59PM EST**. Learn more about the Good & Well Social Impact Internship Program and how to apply [here](#).

Please note that applications will be reviewed on a rolling basis and those submitted via other methods will not be reviewed.

Kotn 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.