



Production & Design Intern at Encircled

Good & Well Internship Program | Full-Time Summer Role

Internship Term | May 6 – August 9, 2024

Application Deadline | Monday, March 25, 11:59pm ET

Encircled is Toronto-based, Canadian-made slow fashion brand with an 11 year track record, powered by a small but passionate team. We create versatile clothing that helps women travel lighter and live lighter. Our focus is on thoughtful design, comfortable fabrics and timeless wardrobe staples that our customers wear daily. Encircled is retailed direct to consumer, primarily through our website. We're proud to be a woman-founded and led, certified B Corporation.

GOOD & WELL INTERNSHIP PROGRAM

As part of the Good & Well Internship Program, interns will have the opportunity to work at dynamic, high-potential social enterprises, participate in personal and professional development sessions led by social impact leaders, and connect with a community of like-minded peers. Learn more about Good & Well and the internship program: [Program Summary](#).

ROLE DESCRIPTION

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 a dynamic, supportive environment. This role will spend time supporting design (40% of your time), production (40% of your time) and replenishment operations (20% of your time). Work with Encircled will cover a variety of areas with a strong focus on innovative product development, sustainable design, and strategic merchandising.

KEY RESPONSIBILITIES

- Assist with updating tech packs
- Assist in the stocking process of returns shipments
- Assist with merchandising reporting and analysis
- Assist with trend research and colour forecasting
- Conduct production repairs and quality control
- Assist with design and production reporting and analysis
- Conduct periodic inventory counts and re-organizing stock
- Inventory notions for order replenishment
- Bag and batch extra trims sent out for orders

- Help with labelling and cutting paper patterns
- Sew samples using industrial machines
- Other projects and duties as required

The ideal candidate **must have**:

- Pursuing a degree in Fashion (preferred)
- Creative flair with an eye for pattern and colour
- Experience in pattern developments, fit evaluation, and general fabrics
- Ability to follow through on multiple tasks simultaneously
- Ability to work in a collaborative, team-based culture
- Ability to sew on industrial machines
- Ability to take initiative to prepare any behind the scenes tasks
- A passion for ethical fashion and sustainability

Good-to-haves:

- Experience working in fashion design and product development (professional or extra-curricular experience)
- Confidence using programs including Google Docs, Microsoft Office, and Adobe Creative Suite including Illustrator
- Understanding of garment construction in order to evaluate quality

ELIGIBILITY

- Currently enrolled at a post-secondary institution at the second-year undergraduate level and above
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Committed to the full internship term (May 6 to August 9, 2024), including a 3-day outdoor retreat
- Committed to attending regular Good & Well development sessions in Toronto throughout the internship term

ADDITIONAL INFORMATION

- **Compensation:** \$21.00 an hour, 37.5 hours a week
- **Location:** Encircled studio - 300 Campbell Ave, Toronto (in person) and periodically, Good & Well's downtown office – 317 Adelaide St. W., Toronto (in person)

HOW TO APPLY

Apply via Google Forms: <https://forms.gle/Hy6uRza18K5JtGHPA>

Deadline: Monday, March 25, 11:59pm ET. Applicants are encouraged to apply early.

Application components:

- 1) **Resume** – No longer than two pages
- 2) **Written responses** to the following three questions:
 - a) Describe the world you want to create in one word. Please discuss an experience (completed or ongoing) that demonstrates your commitment to this vision. (Maximum 75 words)
 - b) What will you bring to this role (Production & Design Intern at Encircled)? What do you hope to gain? (Maximum 150 words)
 - c) Good & Well interns spend about 15% of their paid time engaged in personal and professional development sessions and cohort bonding activities. What interests you about this aspect of the internship program? What topics or skills would you be interested in learning about and developing? (Maximum 75 words)
- 3) **Creative sample** – A link to your portfolio or photograph of a sample garment/prototype. If needed, you may also submit a picture of a creation of another medium (e.g., graphic design, painting, social media post, crochet, etc.) that demonstrates your creative style.

Shortlisted applicants will be contacted for an interview. Thank you for your interest.

Encircled and Good & Well are equal opportunity employers committed to diversity and inclusion. If you require accommodation during the recruitment and selection process, please let us know at students@goodwell.ca.