



3580 INDIAN QUEEN LANE
SUITE 306
PHILADELPHIA, PA 19129

267 908 3978
WWW.MOUNTAINPAPER.COM
THESTUDIO@MOUNTAINPAPER.COM



Mountain Paper, a boutique stationery design studio in East Falls is looking for a fun, energetic, and organized intern for summer 2015!

Founded in 2010, Mountain Paper is situated in a former 1870's Methodist church. After a few years of direct-to-customer business, Mountain Paper launched its first wholesale line of stationery at the National Stationery Show in Manhattan last May. Since the launch, Mountain Paper has been picked up by several small retailers and garnished the attention of Forever21, Hallmark and Bloomingdales. An exclusive line of bespoke wedding paper, Flurry, is now carried by Bloomingdales Manhattan. Mountain Paper's bright and cheerful line of paper goods is ever expanding and moving toward total paper world domination.

POSITION DESCRIPTION

The Mountain Paper intern's duties will be contained in two categories plus an optional personal project:

STUDIO MANAGEMENT

- package and mail sample packs and other marketing collateral
- research local retailers and event planners who fit the Mountain Paper demographic
- put together price quotes for potential clients
- put together price quotes for clients who have no intention of actually ordering anything
- assemble and package orders
- help with special order assembly (think glue, glitter and fringing!)
- track inventory
- research trends
- client communication and outreach via Etsy and direct inquiries
- help with trade show prep, set up, manning the booth, and show tear down

JUNIOR DESIGNING

- revise marketing collateral, including the spring catalog, mailers, postcards, trade show correspondence, etc.
- make small edits and revisions in art files based on client proofs
- generate artwork based on style guides and inspiration boards for seasonal, holiday and occasion collections (Christmas, New Year, Mothers Day, Birthdays, Fathers Day, Fourth of July, Halloween, Thanksgiving, Valentine's Day, etc)

THIS IS AN
UNPAID
INTERNSHIP.



PERSONAL PROJECT

In addition to the duties described above, the intern will have the opportunity to execute a small collection from start to finish. This will give the intern the experience of product and trend research, materials sourcing, merchandising, marketing and pricing. Intern will develop a cohesive concept and style guide, and from it generate at least six cohesive card designs. In addition, he or she will choose the paper and envelopes to coordinate and design any special packaging. Finally, the intern will create a marketing piece to send out to retailers, an email blast and social media posts to promote their finalized collection.



QUALIFICATIONS

REQUIRED SKILLS

- Adobe Creative Suite proficiency
- MUST have advanced knowledge of Illustrator and the pen tool. Don't love the pen tool? Don't apply!
- InDesign, Photoshop, Acrobat
- Experience and proficiency in page layout (catalog, magazine, etc). Candidates with publication layout experience preferred.
- Understanding of cloud applications such as Dropbox and Google Drive
- Absolute knowledge of spelling and usage for "stationery" and "stationary." Candidates who do not use the correct form will not be considered.
- Can count in quantities of 10.

BONUS SKILLS

- A borderline unhealthy love of fonts
- A certainly unhealthy love of gold. And shininess. Shiny gold love.
- Can withstand paper cuts
- Does not bruise easily
- Can quote Jenna Marbles' "What A Girl's Nails Mean" video

The ideal candidate is outgoing and has a strong personal style. They have great attention to detail, excellent communication and impeccable grammar skills. Lastly, they should be able to work in a fast-paced (and a little noisy) work environment. We are a small studio, so this is a perfect opportunity for an intern to get involved in every aspect of the business!



This is a hands-on position. You will get paint under your fingernails, glitter in your hair and will probably find washi tape in your pants at some point.

APPLY!

Submit a snappy personal statement, résumé and a link to your online portfolio to taylor@mountainpaper.com.