



Job Title: BXFW Fashion Production Assistant Intern

Job Overview:

As a Fashion Production Assistant Intern, you will work closely with the production team to assist in the creation and execution of fashion collections. Your role will involve helping with tasks related to sourcing materials, coordinating with vendors, managing timelines, and ensuring the production process runs smoothly. This is an excellent opportunity for those looking to gain hands-on experience in fashion production.

Key Responsibilities:

- **Assist in Production Coordination:** Help manage production schedules and timelines to ensure deadlines are met.
- **Sourcing Materials:** Assist in sourcing and organizing fabrics, trims, and other materials needed for collections.
- **Vendor Communication:** Liaise with suppliers and manufacturers to ensure materials are ordered and received on time.
- **Product Samples:** Assist in tracking and organizing samples, ensuring they meet the required specifications.
- **Quality Control:** Help ensure that samples and final products meet quality standards by assisting in the review and inspection processes.
- **Assist in Photo Shoots:** Help with organization and setup for fashion shoots, including assisting with the styling, props, and product management.
- **Documentation and Data Entry:** Maintain accurate records of orders, samples, and materials in digital or physical format.
- **Assist with Fittings:** Attend fittings to help ensure designs are executed properly and make notes for necessary changes or adjustments.
- **Production Support:** Assist in maintaining clear communication with other departments, such as design, marketing, and logistics, to ensure a smooth workflow.

Requirements:

- **Education:** Currently pursuing a degree in Fashion Design, Fashion Merchandising, Business, or a related field.
- **Skills:**
 - Strong organizational skills and attention to detail.
 - Excellent communication skills.
 - Proficiency in Microsoft Office (Excel, Word, etc.), and familiarity with Adobe Creative Suite (Illustrator, Photoshop) is a plus.
 - Ability to handle multiple tasks and work in a fast-paced environment.
- **Experience:** Previous internships or coursework related to fashion production or design are helpful but not required.
- **Passion:** A strong interest in the fashion industry, particularly fashion production, sourcing, and manufacturing.

Benefits:

- Hands-on experience in the fashion production process.
- Exposure to industry-standard tools and software.
- Opportunity to network with industry professionals.
- Potential for future employment or recommendations in the fashion industry.