

# COLÈCHI'

[www.colechi.com](http://www.colechi.com)

Company: Colèchi

Title: Project Assistant

Start in January 2021 | Paid role | Part-time flexible

## About the role

We are seeking a part time project assistant to work with the directors of London based fashion co-learning and research platform Colèchi, for a minimum of 3 months. The role is for an individual with an interest in fashion research and education, assisting the directors with the delivery of two research and curatorial projects at the beginning of 2021. The role is flexible, with up to 10 hours a week, perfect for students, graduates or part time workers. Entry level applicants are welcome. You may be required to come into our office/makerspace in South East London depending on COVID restrictions, however a majority of the role will be working from home.

## About Colechi

Colèchi is a fashion research and co-learning space which invites independent creatives, organisations and brands to build new ideas in fashion. Colèchi reimagines educational practices to confront broken systems in fashion, art and design using collaboration and community. We have worked with Makerversity, Peckham Levels, Collective HQ and UAL. Colèchi was formed in 2018 to be an alternative learning platform for young people to access the industry and to encourage change within fashion by being a space for new voices.

## Requirements

We are looking for someone who is comfortable working individually and with a small team, can commit to deadlines, a great problem solver and an idea's person. The role will involve

- Managing emails
- Copywriting (incl web copy, press, briefs etc)
- Administration duties
- Communicating with clients and projects
- Basic IT and digital skills - Word doc, spreadsheets
- Organising and planning ahead
- Basic graphic design skills - Canva/ Adobe package skills, primarily photoshop and indesign (optional)
- Additional duties relevant to the role

## Skills and Personal qualities

- A great communicator
- Editing and copywriting
- Interpersonal skills
- Enthusiastic and positive attitude
- Curious and willing to learn
- Must have an interest in fashion, education or research

If you are interested in this role, please send your CV and a short description stating why you want to work with Colèchi to [info@colechi.com](mailto:info@colechi.com).

The role will commence from the week of **11th January 2021**.