



JOB DESCRIPTION

## Junior Content Creator

JOB TITLE	Junior Content Creator
SALARY	Min wage/London Living Wage
HOURS	Up to 25 hours a week
LEVEL	Entry level
DURATION	6 months
START DATE	ASAP

Colèchi is a fashion co-learning and research agency, and we are building a team to grow our exciting projects around reimagining the future of fashion via our journal, research, events and exhibitions. Colèchi are looking for creative, motivated and talented young individuals to join our team through the new Kickstart scheme. Chosen candidates will work within a small team, be self-motivated and interested in growing our fashion agency. You will work closely with the directors and other team members. The role will be predominantly remote, however you may be required to come into the office or attend events.

This is an entry level role, you will be trained on the job.

### The Role

Colèchi is looking for a junior content creator who is confident with creating graphics, photography and videography. You will work with us to produce daily content for our campaigns and comms, photography and videos for social media, digital marketing. You will be designing our graphics for projects, designing graphics for digital assets, working with the senior team to create and maintain the brand identity, and creating assets for social media.

### This is perfect if you

- Are good with graphic design
- Love visuals
- Enjoy photography or videography (using a phone or DSLR)
- Are confident with the Adobe editing suite or equivalent (Illustrator, Photoshop, InDesign, Premiere Pro)
- Aspire to be a visual artist or creative director, work in media and with graphics, photos or videos

### Personal requirements

# COLÈCHI'

## JOB DESCRIPTION

- Interest in fashion, art, design and/or culture
- Interested in sustainability and the environment
- Loves learning
- Great verbal and written skills

### **Important Requirements - Kickstart Scheme**

- Be between 16 – 24
- Must currently be on universal credit

### **How to apply**

Please complete this form <https://forms.gle/83LVNPrDHgxvC6jcA>, don't forget to upload your CV if you are having issues email us at [info@Colèchi.com](mailto:info@Colèchi.com).



JOB DESCRIPTION

## Junior Writer

JOB TITLE	Junior Writer
SALARY	Min wage/London Living Wage
HOURS	Up to 25 hours a week
LEVEL	Entry level
DURATION	6 months
START DATE	ASAP

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This is an entry level role, you will be trained on the job.

### The Role

Colèchi is looking for a group of young writers to grow our online and printed journals and contribute to our fashion research projects. This role will involve researching topics and sourcing topics; conducting interviews; writing articles and publishing them. You will also help with proofreading, sourcing images and working with the marketing and content creators to bring your findings together. You will write about the fashion industry and the intersection with culture, society, the environment and politics.

### This is perfect if you

- Love writing
- Are curious
- Have great writing and grammar skills
- Enjoy reading
- Enjoy researching and discovering new ideas and methods
- Academia research interest
- Can work towards deadlines
- Love communicating and meeting new people
- Aspire to be a writer or journalist

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## JOB DESCRIPTION

# Fashion Research Assistant

Colèchi is a fashion co-learning and research agency, and we are building a team to grow our exciting projects around reimagining the future of fashion via our journal, research, events and exhibitions. Colèchi are looking for creative, motivated and talented young individuals to join our team through the new Kickstart scheme. Chosen candidates will work within a small team, be self-motivated and interested in growing our fashion agency. You will work closely with the directors and other team members. The role will be predominantly remote, however you may be required to come into the office or attend events.

This is an entry level role, you will be trained on the job.

### The Role

Colèchi is looking for a research assistant to work on our collaborative fashion research projects. We are looking for someone who is curious and wants to make a difference in the industry. You will work with our external partners, conduct interviews; liaise with partners involved in the projects; updating briefs and feeding back to the team.

### This is perfect if you

- Are interested in research
- Want to make a difference in the fashion industry
- Want to explore the intersection between fashion, the environment, politics and culture
- Love writing and reading
- Are curious
- Can communicate with people
- Aspire to work in research, academia or make a difference

### Personal requirements

- Interest in fashion, art, design and/or culture
- Interested in sustainability and the environment
- Loves learning
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### Important Requirements - Kickstart Scheme

- Be between 16 – 24
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## JOB DESCRIPTION

# Junior Account Executive

Colèchi is a fashion co-learning and research agency, and we are building a team to grow our exciting projects around reimagining the future of fashion via our journal, research, events and exhibitions. Colèchi are looking for creative, motivated and talented young individuals to join our team through the new Kickstart scheme. Chosen candidates will work within a small team, be self-motivated and interested in growing our fashion agency. You will work closely with the directors and other team members. The role will be predominantly remote, however you may be required to come into the office or attend events.

This is an entry level role, you will be trained on the job.

### The Role

Colèchi is looking for a junior account executive to manage new and existing contacts and clients. This role will involve working with new leads; getting in touch with future clients; pitching Colèchi's services and tracking our clients' journey.

#### This is perfect if you

- Enjoy selling and pitching
- Great at communicating and persuasive
- Can build and manage relationships
- Are numeric
- Are customer focused

#### Personal requirements

- Interest in fashion, art, design and/or culture
- Interested in sustainability and the environment
- Loves learning
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### Important Requirements - Kickstart Scheme

- Be between 16 – 24
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## JOB DESCRIPTION

# Personal Assistant (PA)

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This is an entry level role, you will be trained on the job.

### **The Role**

Colèchi is looking for a PA to assist the directors with the day to day runnings of the business and become part of the growth of an upcoming fashion agency. The PA's role will involve working closely with the directors, with roles ranging from managing calendars, day-to-day admin, making bookings, managing emails and communicating with external clients and the internal team.

### **This is perfect if you**

- Are a natural planner and organiser
- Are great with written and verbal communication
- Managing emails, calendars and filing systems
- Are an action-oriented person and like to get things done
- Embrace change, as each day will be different

### **Personal requirements**

- Interest in fashion, art, design and/or culture
- Interested in sustainability and the environment
- Loves learning
- Great verbal and written skills

### **Important Requirements - Kickstart Scheme**

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## JOB DESCRIPTION

# Production Assistant

Colèchi is a fashion co-learning and research agency, and we are building a team to grow our exciting projects around reimagining the future of fashion via our journal, research, events and exhibitions. Colèchi are looking for creative, motivated and talented young individuals to join our team through the new Kickstart scheme. Chosen candidates will work within a small team, be self-motivated and interested in growing our fashion agency. You will work closely with the directors and other team members. The role will be predominantly remote, however you may be required to come into the office or attend events.

This is an entry level role, you will be trained on the job.

### **The Role**

Colèchi is looking for a production assistant to help launch Colèchi's first clothing collection which will model a planet first production model. This role will involve working with designers and contractors to create an initial garment. In this role you will be involved in the conversations with design, you will also help with sewing, sourcing materials, working with local manufacturers and working towards the launch.

### **This is perfect if you**

- Are interested in clothing production
- Are interested in sustainable design
- Have technical garment skills including designing and sewing
- Interested in the fashion industry and aware of trends
- Are a problem solver
- Pay attention to detail
- Enjoy making
- Aspire to become a designer or work within manufacturing

### **Personal requirements**

- Interest in fashion, art, design and/or culture
- Interested in sustainability and the environment
- Loves learning
- Great verbal and written skills

### **Important Requirements - Kickstart Scheme**

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