



**Are you a marketing and design student looking for a placement year?**

**Are you looking for an exciting opportunity to gain experience working in a textile company to broaden your skills?**

We are looking for a marketing and design student to join our team and support both the marketing and design departments. It is a super exciting role where you can gain skills and experience in everything from social media, marketing, photography, graphic design, admin and more. This role requires someone who is incredibly organised, enjoys working in a fast-paced environment and has a can-do attitude.

### **About James Hare**

James Hare is home to the very best in furnishing and fashion fabrics from around the world. Since 1865, the Hare family have specialised in the distribution of luxurious materials and wallcoverings in particular silk, supplying many of the leading international fashion and interior designers.

### **Job Title**

Marketing and Design Student

### **Position Details**

- Full time: 37.5 hours
- One year placement
- Based in Leeds City Centre
- Start date 1<sup>st</sup> July 2024
- Monday-Friday 9am-5pm

### **Role Purpose**

To support both the marketing department with day-to-day tasks and the and design department when required.

### **Key Responsibilities**

- Supporting the marketing department with developing artwork for printed marketing such as shade cards, brochures, flyers and fabric labels.
- Following monthly marketing plan to design and dispatch email campaigns.
- Managing the day to day responding to comments and messages on all social platforms such as Instagram, Facebook and LinkedIn.
- Creating content and scheduling posts for all social media platforms such as Instagram, Facebook, LinkedIn, Pinterest.
- Assisting with preparing the website for new collections and product launches.
- Assisting with organising the logistics of photoshoots and showroom installations.
- To liaise and negotiate with upholsterers and print marketing suppliers.
- Managing the Environmental, social and governance framework for all fabrics ensuring up to date records and consistent marketing.
- Administrative tasks for the design department such as updating buying sheets ensuring all information is correct.

### **Skills & Experience**

- Be interested in the textile industry.
- Have excellent organisational skills.
- Positive attitude and keen to learn.
- Be able to handle multiple tasks, working in a fast-paced environment and meeting deadlines.
- Good knowledge of MS Word, Powerpoint and Excel, Adobe Acrobat and Outlook.
- Good CAD skills, including Adobe Photoshop, InDesign and Illustrator.
- Innovative with a keen eye for detail and highly creative.
- Good written and oral communication skills
- Have strong problem-solving skills with a positive outlook.

If you would like to apply for the role of Marketing and Design student, please send your CV and cover letter to [careers@james-hare.com](mailto:careers@james-hare.com)

We look forward to hearing from you!