



## Merchandising & Showroom Internship

**Job Description:** The Internship program is designed to provide an overview of our multi-line showroom including merchandising, sales, marketing, and customer service as they apply to the wholesale gift industry. Through this internship, students will gain experience by working with our showroom team in collaboration with showroom owner, designers, sales team, and vendors to develop and create the overall presentation that sets The Portico Collection apart from other showrooms in the Dallas World Trade Center. The Merchandising Internship provides you with a unique opportunity to observe the development of design strategies that drive sales through assortment selection, presentation and promotion. We have a fun, fast paced winning team of Rock stars for you to learn from in a fashion forward environment.

### **Responsibilities:**

1. Take part in planning overall (product merchandising, marketing, showroom logistics, etc.) for gift and apparel markets.
2. Creation and maintenance of showroom displays.
3. Providing sales and customer service to customers during market and non - market days.
4. Creation and maintenance of our sample sale shop.
5. Learning how to use our wholesale sales system, Brandwise Studio.
6. Managing and preparing showroom samples sent and received.
7. Contribute to overall showroom operation and daily administrative tasks.
8. Shadowing key accounts department, sales managers, digital coordinator, creative coordinator, and customer experience coordinator to gain a bigger understanding of the wholesale showroom environment.

### **Requirements:**

- Actively pursuing Bachelor's Degree (preferably in Merchandising or Visual Design)
- Ability to visualize and implement design concepts in a fast-paced environment
- Strong verbal and written communication skills including working knowledge of all Microsoft Office programs
- Retail experience is preferred
- Flexible Requirement- Merchandising portfolio from a class or past experience

All candidates should apply through email to Kaeli Bunger at [kaeli@porticollection.com](mailto:kaeli@porticollection.com) Top candidates will be scheduled for an interview in our Dallas Market Center showroom. To learn more about our company visit our website at [www.porticollection.com](http://www.porticollection.com).

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