



Helen Hamann

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Member of The National NeedleArts Association

**Description of company's products and services:**

**Wholesale.** The main focus of the company is knitwear design. We sell unique patterns, yarn, knitting kits and finished samples. We specialize in alpaca and alpaca products. We also provide hand-knitting services to individuals, yarn stores, and yarn distributors.

Type of Applicant you will accept: PiPN Summer Scholar, Student Intern only, Apprentice

Time and duration of placement: Spring 2011 term, Summer 2011 term

Specific dates: flexible

Are you providing housing? No.

Is transportation available? If so, what type? No.

Please note if a car is required and, if so, if parking is available.

Yes, parking is available.

Description of city and any features or attractions of interest.

**Intern's/apprentice's roles, responsibilities and activities.**

The intern/apprentice may work out of their own hometown with scheduled visits to our site. We need assistance with our website, social media and some activities related to marketing. In addition, we need help with data input such as contact information, inventory and such. Depending on intern's interests and capabilities, intern may get involved in knitwear design and marketing

Pay: Honorarium. To be determined depending on activities performed.

**Hours and days required.**

Days and hours are totally flexible as long as the job gets done in the timeframe requested.

**Special preferences as to classes or experience:**

Accounting, Business, Web site maintenance, Social media, Graphic Design, Marketing, Textiles.

The most important task at the moment is social media and web site maintenance, but if the applicant has knowledge and understanding of other tasks, we will certainly appreciate it.

Do you require a portfolio? No.

**Other special preferences, skills, talents, experience preferred**

Writing, internet skills, enough of an understanding of the specialty needlearts industry to be able to write about our store and the industry.

Good people's skills to contact people in contact list to update our records and to book workshops and events. Must also be self motivated, detail and deadline oriented, and able to work independently.

If applicant shows potential, the position could become permanent. There are great opportunities to grow within the company and the work can be extremely