

## Contributor Placement

### Role and Responsibilities

The Contributor Placement with the Ethical Fashion Forum (EFF) is a key role with the organisation. This three to six month placement offers first hand experience at the heart of the Ethical Fashion Sector. The role includes working alongside the EFF's Marketing team and supporting the work of the Ethical Fashion Forum by documenting and editing to a professional capacity EFF events including Ethical Fashion Socials, Masterclasses, Seminars, and EFF presence at partner events.

#### Events

The Ethical Fashion Forum organises a variety of events from large scale networking events to small seminars. The EFF is also invited to attend, present and exhibit at a number of events each year including trade shows, consumer exhibitions, network events, parties and conferences.

Documentation of EFF's presence at events allow us to better communicate what we do to our members and to further promote ethical and sustainable fashion.

Candidates need to be experienced at photography and/ or film to a professional standard and be able to capture EFF dynamism.

#### Post – Events

The Ethical Fashion Forum is a widely recognised and respected industry body, and we require all materials to reflect this. In order to achieve this we expect time to be spent by the Contributor to edit and present documentation to a professional standard.

Candidates should be experienced at photoshop and other editing software to achieve this professional standard.

### Outputs

#### 1. Experience:

##### First hand experience of:

- Helping to document, publicise and present events and projects to a professional capacity
- Creative marketing

## 2. Knowledge, Skills and personal qualities:

- **A good level of knowledge and understanding** about Ethical Fashion and associated issues
- **A good understanding of the market for ethical fashion and the Ethical Fashion Community-** who makes it up, why they do it , what they are interested in and what they are doing
- **How to document, edit and present visuals for successful PR and marketing.**

## PERSON SPECIFICATION

- **A good level of knowledge, or demonstrable interest** in ethical fashion and the issues that surround it
- **A good understanding and experience of working with visual capture and editing equipment** and how to use them for promotional purposes (including student/ graduate experience)
- **Interpersonal skills: Confidence and communication skills for face to face delivery. The visual contributor needs to be a people – person-enjoying interaction with others.**

## PRACTICAL INFORMATION

### **Working hours:**

You will be required to attend EFF and partner events, which can occur at any time. We will only commit you to events in London and will endeavor to inform you of events we need you to attend with a good period of notice.

### **Time period and days per week:**

EFF requires a commitment to important events. These can occur at any time and so this position is most suited to those with flexible working hours such as freelance or students.

We have an average of 3 events per month that will require documentation. The Ethical Fashion Social is a fixed event, occurring on the last Thursday of every month, and candidates applying for this placement must be available for this monthly event.

### **Payment and expenses:**

Internships at EFF are unpaid, however travel within London to and from the event can be covered. Interns to agree expenses plan in the first week to ensure that needs are met.

### **Email management:**

Email set up will be explained by your supervisor.

The EFF has an email data system to ensure that mails are backed up in project files, which will be explained to you by your supervisor.

**Creative Ownership:**

The EFF will be the owner of any visuals taken at any EFF or partner event. We allow the Contributor to use the visuals within their personal portfolio. All materials created by the Contributor will be credited.