

the creative hand

PERSONALIZED GIFTS & ART SUPPLIES

Intern 2022

JOB DISCRIPTION:

The Creative Hand is a small gift shop in beautiful downtown Red Wing, MN.

I offer personalized gifts that uses a variety of different applications; to include Laser Engraving Machine, Heat Presses and Vinyl Cutter. I also offer trophies, plaques and awards. As well as custom engraving on personal items.

I have been in business a little over 2 years and do all work in house. I'm looking for someone to help take some of the stress off the week in week out duties by helping in either production or office work.

- Must be comfortable with using light machinery.
- Knowledge in Corel Draw would be helpful but not necessary.
- Design work

And or

- Inventory input on computer.
- Basic cleaning
- Stocking shelves/placing new products
- Retail: greet customer, take order, cash register

Sincerely,
Michelle Tracy



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