

RSN Job Description Studio Internship

Job title	RSN Embroidery Studio Internship (6 months)
Date	1st September 2025 – 27th February 2026
Reporting to	Head of Studio and Standards & Studio Manager
Salary	£22,222 per annum
Hours	35 hours per week – based full time at Hampton Court Palace

Job purpose/mandate

The Interns will join our team of studio embroiderers, all of whom possess a high level of skill in a full range of techniques. They will learn the importance of consistency and quality in conservation, restoration and new commissions. As part of the formal training the interns will produce a portfolio for assessment at the end of the period. It will include photographs and samples of their work demonstrating their skill in restoration, conservation, and bespoke commissions. They will be required to write a report about their work which will go into their portfolio.

Duties will include all aspects of the studio including practical and written as this is very much a hands-on role, learning through lived experience where they need to be creative, patient, reliable and interested in learning.

Specific duties and responsibilities

Interns will be involved in the whole studio process from the preliminary discussions to the finished piece. Time will be spent on both RSN Collection pieces and client commissions and will include the following.

- planning the time frame for the work to be carried out, so that prices can be estimated.
- working to strict timetables, learning how to meet deadlines.
- assessment and condition reporting, including onsite visits.
- photography - recording commissions new and old to record condition and progress
- working on highly confidential projects, where non-disclosure clauses had to be signed.
- occasional client contact on or off site
- demonstrating the work of the studio onsite and off site
- all aspects of kit production of the RSN E3mbroidery Studio Kits
- stock control, sourcing and ordering of materials
- preparation of and posting Studio specific posts for Instagram
- reporting to and working with the Studio management team
- supporting the Studio core team

Skills

Essential:

- Good range of embroidery techniques to a high standard
- Literacy and numeracy
- Good customer-facing skills
- Attention to detail
- Ability to work in a small team with changing personnel
- Adaptable and flexible in a constantly changing environment
- Hands on and can do attitude

Desirable

- Ability to write short copy on projects
- Good negotiating skills