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# Example of Design Coordinator Job Description

Our innovative and growing company is looking for a design coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for design coordinator

* Working with VP, Design and Legacy content managers to carry out photo research requests and artwork licensing for Legacy related projects
* Dealing with Legacy Finance team to process invoices
* Handling design administrative duties such as invoice processing, vendor setups, artwork agreements
* Issuing paperwork associated with Legacy related photo shoots
* Retrieve artwork for Labels/Clients, upon request
* Work with VP, Design and Art Directors to create and archive photo shoot
* Work on special projects for VP, Design including locating artwork, locating and ordering reference material (such as books, competitive CD’s, ), and creating reports upon request
* Research artwork agreements
* Assist and trouble shoot various issues as needed
* Bleacher Report's Product Marketing + Visual Communications group's role is to support ad sales business objectives and strategies which include sales development, new business initiatives, product development & marketing, providing support to other divisions within the Turner family

## Qualifications for design coordinator

* Strong ability to work independently and multi-task
* Strong ability to work alongside a team in a fast paced environment
* General knowledge of the Fashion Industry and seasonal production cycles
* At least 1 year of experience in an administrative assistant or coordinator role in a fast paced environment
* A team player, who is both ambitious and able to take initiative and see through projects independently
* The Coordinator's work product includes presentations, newsletters, mock-ups, event invitations and other collateral material