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# Example of Design Operations Job Description

Our company is growing rapidly and is looking to fill the role of design operations. 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 operations

* Support the continuous exchange of relevant process information between BUs and Creative Direction
* Assist in the management of Advanced Performance Design Concepts, Marketing Concepts, and Brand Technologies relevant to Sport Performance Design Direction BU
* Work closely with Creative & Head of Design Direction to help establish, evolve, and implement performance concepts and communication tools meaningful for consumers
* Support activation of directional storytelling and publication of visual and verbal communication tools that outline seasonal strategy, iconic design markers, and relevant trend, colour, and brand identity with priority
* Coordinate and help manage handover process of seasonal documentation within design, and among cross-functional partners at strategic kick off dates and throughout established key seasonal milestones
* Leads all consumer insights work (co-creations, concept testing, ad testing, to all programs
* Prepares and presents marketing plans to Regions and affiliates, Sales Meetings, Regional Roundtables
* Manage special projects, painted helmet distribution
* Support M&D team in executing all global milestone meeting logistics (Includes Concept, Sketch Review, Briefing, LAW, FLA)
* On-going ownership of scheduling cross functional meetings and managing all logistics for the meetings, including the agenda, facilities requests, catering

## Qualifications for design operations

* Minimum of 3 years experience in product creation, ideally apparel industry experience
* Minimum 5 year work experience in licensing or design or related field in the apparel industry is required
* Proficiency in Microsoft Office (Excel, PowerPoint), Mac, and Graphic Software (Photoshop, Illustrator, Adobe)
* Bachelor's Degree in Design, Human Computer Interaction, Business or related field and/or demonstrated capability through previous experience to perform job responsibilities or military experience
* 2 years of experience in project management and project management tools
* 2 years of experience presenting concepts to peers, management and stakeholders