



Example of Collection Job Description

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Our company is growing rapidly and is hiring for a collection. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for collection

- Convey all pertinent information to Digital Artist
- Able to work on present season and anticipate ideas and concepts for the following seasons at the same time
- Travel to tradeshow, exhibitions and museums to observe new trends and materials
- Work on special projects such as magazine illustration requests, charity requests, and celebrity dress designs
- Manage and create working patterns, toiles and prototypes as necessary
- Execute and oversee proper creation of prototype samples from Design Card specifications and concept drawings
- Create and cut prototype patterns from designer's drawing and specifications
- Collect and manage full sets of cut patterns for sample room
- Provide direction and technical support to sample operators during the execution of toiles, samples and final garments
- Deliver presentation samples on time

Qualifications for collection

- Must be familiar with Microsoft office, Illustrator is a plus
- Possess high fashion aesthetics with modern aesthetic sensibility
- Be available for extra work hours, including weekends, when needed
- Must be able to travel to Europe and Asia
- Partner with Sr Director and Design team to review sample quality

