



Example of Creative Assistant Job Description

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Our company is growing rapidly and is looking to fill the role of creative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for creative assistant

- Assist in all sketching, creating complete accurate seasonal tech pack execution, tech pack updates and line sheets per categories under direction of the Sr
- Partner with Finance team to track RFC Forms and follow up as necessary
- Prepare correspondence, budget presentations, spreadsheets as requested
- Maintain Vacation/day off requests and assist with Time Sheet submission for crews
- Create and organize shot lists for global campaign photo shoots – with an understanding of the brand strategies around what products to market, the global investment in the product featured
- Project manage all asset creations seasonally for Licensed categories (Eyewear, Footwear, Watches)
- Firm ability to work on multiple projects at one time – multi task several projects with different objectives
- A flexible and collaborative work demeanor
- Prior knowledge of photo shoot practices and on-set experience
- Ability to synthesize information from multiple divisions and or departments (assortment info from merch teams)

Qualifications for creative assistant

- Fluent in all social media channels
- Great project management skills with proven track record

- Good fashion sense, design aesthetic and knowledge of luxury brands and style trends
- Knowledge of domestic + international travel (airlines, hotels)
- 2+ years experience supporting a SVP/Senior Management