



Example of Creative Coordinator Job Description

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Our company is growing rapidly and is looking for a creative 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 creative coordinator

- Enters data, assists with asset clean-up and prepares reports utilizing creative team project intake and asset management systems/tools
- Assists with department traffic as needed including routing printer proofs, obtaining approvals, sending follow-ups
- Provides general administration support such as creating expense reports, meeting bookings & set up, filing, entering data in reports, updating documents, calendaring
- Help acquire features from editorial
- Working with the Creative Manager in developing creative treatments/mannequin renovations, driving the creative proposition forward, and predicting and planning creative changes
- Responsible for running the administration of the creative department up to 2 days a week
- Ensuring that appropriate processes are in place to ensure running of the department
- Liaising with external suppliers to develop windows and creative treatments
- Acting as a point of contact for all contractors relating to creative setup
- Coaching the creative team in all operational training and development needs

Qualifications for creative coordinator

- Regularly (2/3 of the time or more) display repetition-using an input device-a

- Calendar- and deliverable-focused
- Experience working with creative partners
- Familiarity with photo studio and photography post-production
- Arbitrator with excellent negotiation skills