

Example of Photo Studio Job Description

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

Responsibilities for photo studio

- Must have full body rotation and mobility (i.e., bending, stooping, twisting and reaching)
- Ensure that all needed assets are identified to successfully meet daily and weekly shoot deadlines
- Support multiple specific departmental areas in all of the sample related needs
- This position acts as a liaison between the in-house studio, e-commerce and wholesale teams
- Work closely with the E-commerce and Wholesale buyers to track all samples for photo shoots Support in sample collection, tagging, maintenance & tracking
- Ensure multi-departmental shot lists are accurate & up-to-date prior to shoots Coordinate and track all photography samples from assistant buyers and wholesale vendors
- Facilitate samples from photography to wholesale vendors
- Organize and maintain sample closets and sample log to identify any missing samples locate any sample at any one time
- Work with all divisions
- Support copywriter to work with individual samples as they write product copy by pulling the necessary samples and product drawings

Qualifications for photo studio

- 3 years professional experience (within a studio, production company, or creative office environment preferred) as a studio manager, project manager or producer (or ability to demonstrate transferable skills)
- Must be able to provide a long-term commitment
- Maintain set elements
- Carpentry and general building and mechanical knowledge and experience