

Example of Photo Studio Job Description

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Our company is hiring 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

- Assist in pulling product for merchant meetings and photo studio as needed
- Maintain crew shoot schedules and studio calendar
- Prepare Independent Contractor paperwork for all new studio crew members
- Build and distribute layout books and shot lists for crews
- Reserve and confirm accommodations for crews and visiting talent
- Manage, update, and organize inventory in copy room, supply room, and kitchen
- Manage vendors that we work with regularly to ensure we are providing quality & efficient services
- Assist with schedule coordination for interviews and meetings
- Book conference room space and lodging for offsite events
- Own the conference room scheduling, master the office A/V equipment and help prep for meetings

Qualifications for photo studio

- Passion for photography, the arts, and the creative fields as well working knowledge of the industry
- Diplomatic attitude and ability to negotiate
- Confident, good sense of humor, outgoing personality
- Set elements include mobile walls up to 8'x8'
- Repair and maintain set pieces through painting, spackling, patching
- Assist with rigging of overhead items (chandeliers, lanterns)