

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

- Plan and monitor staging at studio with Studio Manager/Art Buyer
- Oversee and coordinate distribution of props and set supplies with Studio Manger/Art Buyer and Sample Room
- Responsible for keeping track of all paperwork in relation to the shoot and delegating all notes and paperwork with detailed merchandise information, prop adds, to photo crew accordingly
- Works with Producer and location representative to follow regulations in reference to house rules, recycling, blocking fire ways
- Photograph items received to the studio
- Assist Photographers with in-house production
- Process shoot requests and coordinate shoot scheduling and freelance talent bookings
- Coordinate creative direction between creative departments & freelance talent
- Track, organize and distribute props and product for photo shoots
- Prepare sets for upcoming shoots

Qualifications for photo studio

- 4 Year College Degree preferred and minimum 5 years experience in marketing related position
- Bachelors or Associate of Arts degree preferred
- Producer's brain, knows how/when to ask tough questions, expertly

- At least 3+ years experience working in a photo department
- Past lifestyle and on-figure retouching experience is a plus