

STUDIO PRODUCTION COORDINATOR

NET-A-PORTER is an established global Internet retailer of cutting edge luxury fashion labels relied upon for its exceptional quality of service and eye for the next big thing. With an expanding domestic and global market, and revenues increasing month on month, critical strategic change is on the agenda, in order for us to achieve the objective of dominating our sector as a truly successful force in online retail.

We have a fantastic opportunity for an enthusiastic individual to join our product photography studio. To work as crucial part of our growing team, and helping to coordinate Studio Production Teams to meet daily and weekly deadlines. Strong organizational skills and ability to oversee smooth product flow. Always looking at ways to help improve and increase the productivity of the studio.

"... the slickest high-fashion magazine-style website" Sunday Times Style, UK

"...when fashion and technology cross the result is NET-A-PORTER.COM. The trendiest online boutique, a glimpse at shopping in the third millennium" French Vogue

Responsibilities

- To provide support to the Head of Studio Production and Managers/Team Leaders. Liaising closely with the Retail team for all NAP and Outnet uploads
- Ensuring smooth movement of samples through the photography, retouch, video, and product editorial departments with respect to deadlines, quality and accuracy
- Scheduling regular model castings to meet the requirements of the photography
- Assist Visual Merchandising and Photography Managers/Team Leaders to plan a studio schedule to meet upload capacity each week
- To produce realistic schedules on a daily basis, including special projects
- To undertake general housekeeping duties such as communicating the daily upload information for the UK studio twice-daily, managing additions and removals from the upload, and working with the samples team to ensure new items on the upload are received for all studio teams to work on in a timely manner
- Manage inter-departmental expectations and continually improve creative workflow to meet deadlines and sales driven requests.
- To check for re-shoots, making sure items that need reshooting are available for the relevant studio team(s) and making sure they are done promptly and efficiently
- Ensure all images are ready in advance of online sales for weekly uploads, and notifying relevant Personal Shopping and Email Marketing team members

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- Communicate workflow statuses and concerns to stylists, photographers, and retouchers, and product editorial
- Organisation of Look Book, and DLP projects
- Liaise with Product Marketing and Visual Merchandisers to plan and track videos for each NAP upload
- Main point of contact for all Studio Production queries
- Ensure the Studio team work effectively to adhere to NAP's business goals.

Essential Skills & Requirements

- Able to work well as part of a team in a highly pressurized environment
 - Excellent work ethic and positive attitude
 - Proven ability to work to stringent deadlines and exceptional organizational ability and eye for detail
 - Pro-active and able to show initiative to constantly improve the studio workflow
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Location: This role is currently based in Long Island City, NY 11101

Please note, this position will be moving to Mahwah, NJ in spring/summer 2011 and you will be required to work from there.

To Apply

Please send us an updated CV/Resume (including examples of relevant previous work) and a cover letter explaining why you feel you are suited to NET-A-PORTER and this role. These should be emailed to jobs@net-a-porter.com

EOE M/F/D/V. Qualified females and minorities are encouraged to apply.

NO RECRUITMENT AGENCIES PLEASE