

BOOKINGS EDITOR– Freelance Role

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 growth is on the agenda, in order for us to achieve the objective of dominating our sector as a truly successful force in luxury online retail.

As such we are seeking a Bookings Editor to support the Production team by managing the US Editorial Department's photo/video shoot production, schedule, and workflow. This is an exciting opportunity for a talented organizer to join a busy team as part of the company's creative division. The person will oversee photo shoot production to ensure the US Editorial team delivers assets to the UK Creative team. The regulated business requirements to ensure the team delivers to a daily schedule. The role will engage primarily with Editorial and Marketing departments to ensure briefs are fulfilled, responsibilities assigned and problems resolved.

“NET-A-PORTER is doing exactly what most observers have always believed couldn't be done; it is selling cutting-edge fashion over the web.” Financial Times

Day-to-Day Duties

- Responsible for the smooth movement of workflow through the on-site design and editorial team with respect to deadlines, quality and accuracy. This will mean providing first level support to the Creative team and liaising closely with the task owners (Editors) and external suppliers (photographers, producers, model agencies).
- Creating, developing and maintaining relationships with Photography agents, photographers, hair and makeup agencies, and production agencies.
- Booking photographers, hair and make up artists, and models.
- Casting models
- Own, develop and monitor production schedules for the Creative department liaising with the US Editorial team and attend weekly department meetings with the UK production team.
- Your role will shadow, be responsible to, and work in tandem with the Production team but independently you need to concentrate on key aspects of workflow scheduling, job trafficking and workflow management.
- You will need to confidently brief the design and editorial teams and produce realistic schedules, plus be capable of trafficking jobs from start to finish. All this whilst doing general housekeeping duties such as: maintaining data bases, reconciling payments to and contracts with vendors plus assisting the Production team when needed.
- Manage inter-departmental expectations and continually improve creative workflow to meet deadlines and budget expectations.
- Effectively account and project manage assigned jobs whilst also managing quotes, organizing costs and billing of the jobs. Process department invoices, track billing requests.

- Prepare and communicate detailed production schedules, timing plans and estimating, building relationships with suppliers (photography agents, model agents) as well as maintaining existing ones.
 - Identifying resourcing issues and liaising with internal team managers to provide and plan support.
 - Support Production on Creative projects by means of planning, research, costing and coverage
 - Work closely with the Production and Editorial teams to achieve Creative initiatives and prioritised business requirements.
 - Ensure the Creative team work effectively to adhere to NAP's business goals.
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Essential Skills & Requirements

- Strong organizational and communication skills are a must as is having a fantastic eye for detail and accuracy.
 - Pre – existing relationships with Photography, Model, Photo Studios, Location Agencies and Production agencies
 - The ideal candidate will have knowledge of pre-production and print-related procedures and previous experience within a bookings trafficker/coordinator role.
 - Understanding of the digital art-working process is required as well as having good judgment, a sense of initiative and a professional working manner.
 - The ideal candidate will demonstrate a high degree of pro-activity and resourcefulness and maintain a professional approach to all elements of the role.
 - The idea candidate will have strong communication and organizational skills with the ability to multi-task and meet very tight deadlines.
 - You must be able to approach all problems and issues with a positive 'can do' attitude plus be confident with maintaining current relationships with clients whilst always looking to develop new ones.
 - Excellent attendance and time management skills with the ability to multi-task
 - Degree of flexibility
 - A great trouble-shooter - ability to think clearly and calmly when faced with issues or problems.
 - Ability to cope well with the demands of a rapidly growing company.
 - Excellent work, client and customer care ethos.
 - Diligent and self motivated.
 - Good sense of humour
 - Proficient in PowerPoint, MS Word and Excel.
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Desirable Skills

- Either design studio, web or print publishing production experience
 - PC, Powerpoint, Word. Photoshop a plus
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To Apply

Please email us an updated CV and a cover letter explaining why you feel you are suited to the role to jobs@net-a-porter.com

NO RECRUITMENT AGENCIES PLEASE