

Making it Big

Internship: Catalog Production Assistant

This position works within the Catalog Production, Merchandising and Inventory Control departments and reports to the Merchandising Manager. It requires excellent communication and follow-through skills as well as attention to detail and accuracy. The following lists the general areas of expectations for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

CATALOG PRODUCTION:

- *Research photo shoot location opportunities.
- *Prepares Request For Proposal for creative team.
- *Schedules models, hair and make up stylist and prop stylist for photo shoot. Makes travel arrangements as needed.
- *Prepares product and supplies for photo shoot. Purchases props and accessories as necessary.
- *Attends photo shoot; coordinates the production flow between set and models.
- *Makes arrangements for meals for photo shoot crew.
- *Coordinates and participates on in-house catalog proofing. Communicates copy corrections and changes to creative team.
- *Organizes and coordinates the gathering of samples and swatches for pre-press color separation. Attends the color review process.
- *Works closely with the Merchandising and Inventory Control Departments.

MERCHANDISING:

- *Prepares purchase orders for samples, fabrics, patterns and notions. Checks in orders and submits invoices to accounting for payment.
- *Assists in the organization of sample goods; returns selected samples to vendor
- *Completes special projects as assigned.

INVENTORY CONTROL

- *Data entry of purchase orders and ETA dates into MOM inventory system.
- *Communicates ETA date changes to customer service.
- *Prepares necessary garment and packaging labels for orders.

GENERAL:

- *Acts as a team player
- *Performs housekeeping and recycle duties when assigned.

Send resume to Sharon@makingitbig.com