Studio Manager

Bangalore

Are You Wired To Fit?

Post Shoot Production - With external partners

- Build post production processes, guidelines with multiple partners / agencies
- Co-ordinating with external agencies on QC & timelines of images to be received, image format etc.
- Defining the process of image receival from agencies
- Build & execute processes for QC of images for launches

Product Launches

- Efficiently lead, mentor & manage a team of 6 members - image editors & studio manager
- Co-ordinating brand, category, catalogue & creative team on weekly / monthly calendar for launches
- Define upload guidelines - Editing, sequence, timelines
- Ensuring editing & uploading guidelines are followed within the team , run thorough QC
- Ensuring shoot images are organized & maintained for usage by PR, banners, In-store marketing, launches etc.
- Build internal processes to streamline work flow, improve team's productivity, create visibility on time spent on tasks & enable seamless product launches
- Ensure image readiness (VM, product, model, location) for site launch for approval for brand team
- Co-ordinate with shoot manager for products
- Send daily summary of uploads to brand, category & catalogue
- Ensure teams are appropriately resourced to deliver against business and operational objectives

In-house Studio Management

- Monitoring in-house studio shoot - Briefing photgrapher on shoot requirement (product shoot, VM, stylised shoot), QC, providing feedback to ensure best final output
- Providing references to improve quality of shoot
- Expand our network of external partners of vendors/ agencies/ free lancers (photographers / makeup, stylists etc.) for in-house studio shoot
- Define & execute a plan to reduce per product shoot & post production time
- Co-ordinate with shoot manager for props, products to be shot & already shot
- Arrange for props along with shoot manager
- Define operational metrics and best practices to meet defined goals
- Anticipate changing priorities and implement plan - Allocation of resources, project time management

What'll Push-Up Your Chances?

- Bachelor's degree or equivalent
- Adobe Photoshop, Illustrator, MS Office, Prior experience to cataloguing CMS would be a plus
- Oral & written proficiency in English
- 5-6 years of relevant experience from apprarel / e-commerce companies
- Experience of leading studio team (shoot manager, photographers & image editors) & creative team
- Demonstrated ability to manage high volumes of workflow including prioritization, planning and task delegation under tight deadlines