



Fashion House Coordinator

Description

Prime & Prim Studio of the Arts is a creative arts studio for models, dancers, and art professionals seeking to take their career to the next level. With opportunities from Human Resource to Production an individual will gain knowledge and practical experience that will build and develop him or her for their chosen industry.

Prime & Prim lay the foundation for individuals to gain experience in the fashion, entertainment and business industry.

Forward-thinking, fast paced company looking to hire a fashion coordinator with a strong knowledge and understanding of fashion to ensure creative development to take the company to the next level. We are in the process of rebranding our image, therefore the fashion coordinator hired for this position will need a creative eye for fashion and styling, in order to integrate into our vibrant and passionate team.

Responsibilities:

- Organizing the fashion house, fashion shows, exclusive shoots
- Provide styling assistance
- Arranging messengers to pick up or deliver clothing and accessory samples.
- Liaising with public relations agencies
- Assisting at exclusive shoots before, during, and after. Prep Clothing prior to shooting - steaming, packing, and organizing
- Assisting fashion editors. Logging in credits for editorial stories. Write for the publication
- Communicate and Collaborate with photographers.
- Assist in the recruitment, interviewing, and assessment of potential models.
- Properly coordinate advertising as well as marketing activities for all models.
- Assist in supervision of daily operations for all models. Perform model evaluations monthly to ensure they are following a strict diet, sleep and exercise to maintain appearance. Host bootcamp sessions for all models. Assist in providing training courses for new models.

Requirements:

- Bachelor's Degree
- Education/ work experience with an emphasis on Production of media.
- Performs well in an environment that values creativity, flexibility, and variety.
- Exhibits personal qualities, such as open-mindedness, enthusiasm, creativity, and adaptability.
- Prefers challenges, fast pace, new ideas, future focus, and unstructured environment.



Skills:

Confident and dynamic personality. Strong sense of fashion. Ability to stay up-to-date with new trends and present new/relevant ideas to the team. Strong oral, organizational and written skills. Confident and Creative personality.