

## **Business Unit Summary**

This is an entry level position supporting the Creative Styling Department. This person will maintain, organize and assist in the overall execution of the creative styling for assigned shows under the guidance of the Coordinator – Set Stylists, Supervisor – Set Stylist, and Art Director.

## **Day in the Life**

- Assist Set Stylists with dressing and/or striking sets for the live show and events – for example arrange and style product in order to highlight the product's key features while on set
- Preserves the brand of the set designs (i.e. repositioning, dusting, replacing defective items, etc)
- Consign requested items from the Showroom as needed
- Striking - this includes but is not limited to, ensuring proper repacking and return of all set designs, re-shelving of props and set designs, and restoring a set to its original condition
- Track and organize the props inventory: clean and maintain prop areas, staging areas and supply cabinet. Locate missing props and return to prop areas
- Prepare products, pre-pull props, and prepare sets visually and mechanically for presentation
- Maintain the resource library for the department to include documenting and cataloging pictures of sets (i.e. adding new product information and/or updating existing items)
- Develop basic styling techniques for set designing by executing smaller projects (i.e. Electronics shows) and while supporting Set Stylists on larger projects and shows/event
- Seeks learning opportunities within the team to strengthen skills
- Shops off campus for items to be used on the sets

## **Must Haves**

- 1-2 years experience in design related field
- Valid Driver's License
- Intermediate level knowledge of Word, Excel and Outlook
- Ability to learn how to create storyboards
- Knowledge and understanding of basic design principles.
- Excellent oral and written communication skills
- Must be able to build and maintain good working relationships with a diverse group of individuals and personalities
- Detail-oriented
- Willingly assists others when asked
- Is flexible and open to suggestions
- Ability to multi-task in a fast-paced environment
- Works either individually or as part of a team

- Physical Requirements:
  - Ability to lift 35lbs or more
  - Ability to drive a cargo van
  - Schedule varies and is mostly nights and weekend shifts

**Nice to Haves**

- Undergraduate degree Fashion/Interior Design or related field preferred
- Television or merchandising display experience preferred