



JOB POSTING

Creative Coordinator

June 2017

We are seeking a qualified Creative Coordinator in Portland, Oregon for a full-time position beginning in Summer 2017. The Creative Coordinator works closely with Brooklyn Tweed's roster of designers and sample knitters, as well as the company's Creative Director, on a variety of creative, organizational and branding projects throughout the year.

This is a full-time, salaried position with benefits. The Creative Coordinator will work Monday through Friday from Brooklyn Tweed's headquarters in NE Portland.

We are seeking candidates with a high level of organizational skills and strong work ethic who are highly communicative team players and interested in working for a growing small business in the handknitting industry. A solid understanding of Brooklyn Tweed's ethos and brand aesthetic is required for this position. If you are a self-motivated person with experience in project management and art production with an interest in knitting, design, and fashion, this position will be a good fit. Ideal candidates will exhibit a positive spirit and enjoy working with a wide network of diverse collaborators as well as their fellow team members.

See the following pages for a description of job responsibilities and application guidelines.

HOW TO APPLY

E-mail the following materials to jobs@brooklyntweed.com:

1. Resume and cover letter (PDF Format)
2. A list of 3 professional references
3. Completed application form (PDF Format) — see page 4

Applicants who are being seriously considered for the position will be contacted by phone or e-mail regarding an in-person interview.



ESSENTIAL JOB RESPONSIBILITIES

- Coordinate and oversee all Brooklyn Tweed sample knitting: fielding inquiries from knitters and tech editors, ensuring that sample knitting deadlines are maintained, assessing finished samples for quality/accuracy, creating and distributing contracts and payment, reviewing sample knitting applications
- Regularly communicating and working with Technical Editors during pattern production cycles
- Maintain organization of all incoming and outgoing knitwear samples for new and in-progress collections
- Act as primary liaison with designers, including Brooklyn Tweed's in-house design team as well as other independent designers that are collaborating on Wool People collections and other design projects
- Organize logistics for Design Team Retreats (scout and book location, manage travel and lodging information for designers, finalize retreat schedule upon approval from Creative Director, organize and purchase meals, etc.)
- Coordinate all project needs for designers: yarn shipments, fielding miscellaneous questions, organizing sample knitter selection and monitoring designer/knitter interaction when applicable
- Work closely with Creative Director to refine collection themes and styling goals for upcoming photoshoots
- Organize all logistics for Brooklyn Tweed photoshoots under direction of Creative Director: scouting locations, casting and booking models, prop and wardrobe styling and purchasing, regular communications with photoshoot team, organizing transportation, catering and lodging as applicable
- Works on set for all photoshoots, preparing wardrobe changes, organizing and sequencing shot lists and call sheets, assisting photographer as needed
- Works with Creative Director and Marketing Coordinator in planning and programming for BT's handknitting kit program; organize timeline, inventory counts and assembly for kit promotions



POSITION INFORMATION

- **Position Type:** Full-time salaried (40 hours per week)
- **Work Schedule:** Monday through Friday, 9AM to 5PM
- **Location:** Portland, Oregon
- **Benefits:** Paid Time Off, Health Insurance, 401k, Employee discounts on Brooklyn Tweed yarns and patterns
- **Posting Date:** June 22nd, 2017
- **Target Hiring Date:** Late July - Early August 2017

BASIC REQUIREMENTS

Education & Experience

- Bachelor's Degree or equivalent
- Prior job experience in project management and/or art production strongly preferred

Computer Skills

- Proficiency with spreadsheets (Microsoft Excel or Mac Numbers)
- Proficiency with word processing (Microsoft Word or Mac Pages)
- Proficiency with dedicated e-mail client (Mac Mail or Microsoft Outlook)
- Proficiency with cloud file storage (Dropbox, etc.)
- Familiarity with the Mac Platform is preferred but not required
- Minimum 60 WPM typing proficiency

Personal and Professional Skills

- High level of communication skills is required
- Highly organized, takes a detail-oriented approach to all administrative tasks
- Team player with the ability to foster positive, interpersonal relationships with collaborators and colleagues
- A creative, "thinks-outside-of-the-box" approach to problem solving
- Self-starter, motivated to take initiative starting & implementing projects
- A strong understanding of Brooklyn Tweed's brand aesthetic and ethos, and a well-rounded knowledge of knitting, yarn, and the fiber industry



APPLICATION FORM

Please answer the questions below using the space provided, or by submitting a separate sheet with typed answers

APPLICANT NAME: _____

Why would you like to work for Brooklyn Tweed?

What are your strengths? What are your weaknesses?

How do you ensure a high level of communication is achieved on a day-to-day basis with your supervisor and/or other team members?

Tell us about your past professional experiences in project management and/or art production. What about this experience makes you uniquely qualified for this role?

What are your career goals?



Why do you think you are a good fit for this position?

When faced with a problem, do you tend to prefer taking a tried-and-tested approach, or looking for a new kind of solution? Do you prefer implementing or innovating?

What types of organizational systems or methods do you use, if any, to efficiently manage your workload and schedules?

In your own words, how would you describe Brooklyn Tweed's brand aesthetic and ethos? How do you think you can contribute to the brand's future development?

What is your history as a knitter and or fiber artist? How would you describe your level of knowledge/experience with knitting, yarn and textiles?