

## JOB DESCRIPTION

### SECTION 1: Title and Reporting Relationships

Position title:	<b>Studio Coordinator</b>	Location	<b>Hub, Auckland</b>
Business unit:	<b>Marketing</b>	Organisation unit:	<b>Ngahuia Group Ltd</b>
Reports to:	<b>TBC</b>		
Direct Reports:			

### Primary Purpose:

The **Studio Coordinator** is a hands-on role responsible for ensuring the smooth operation of our **ecommerce photography studio**, working across three well-known Kiwi retail brands. This role involves **coordinating samples, assisting with styling, organising the studio, booking talent, and generally helping with the process** of getting products photographed and ready for sale on our websites. The ideal candidate is **highly organised, detail-oriented, and thrives in a fast-paced environment**. This is a **12-month fixed-term contract**, perfect for someone who loves the behind-the-scenes action of ecommerce and is ready to **get stuck into everything**.

### Section 2: Key Results Areas

- **Manage and coordinate product samples**—track, organise, and ensure timely availability for photography.
- **Assist with steaming, styling, and preparing samples** for photoshoots.
- **Book and liaise with talent** (models, photographers, stylists) to ensure seamless shoot execution.
- **Organise and maintain the studio space**, ensuring it is always clean, well-equipped, and ready for use.
- **Liaise with Buying, Ecommerce, and Brand teams** to ensure product and marketing alignment.
- **Keep accurate records and track sample movement** from arrival to photography and return.
- **Assist with the workflow** of getting products photographed, ensuring smooth execution and on-time completion.
- **Support general administration tasks**, including scheduling, invoicing, and documentation.

### SECTION 3: Role Accountabilities

#### Sample & Studio Coordination

- Manage the inflow and outflow of product samples, ensuring they are accounted for and returned.
- Prepare products for shoots, including steaming, organizing, and styling as needed.
- Maintain a tidy, functional, and well-stocked studio for efficient workflow.

#### Shoot Scheduling & Talent Booking

- Coordinate and book models, photographers, stylists, and other talent as required.
- Work with the Ecommerce and Brand teams to plan and schedule shoot days efficiently.
- Ensure all logistics and studio setups are in place before each shoot.

### Cross-Team Collaboration & Record Keeping

- Work closely with the Buying team to track sample arrivals and priorities.
- Liaise with the Ecommerce team to track product loading schedules
- Communicate with the Brand team to ensure shoots align with seasonal campaigns and creative direction.
- Maintain detailed records of sample movement, photoshoot details, and content progress.

### Process Monitoring & Workflow Management

- Oversee the entire **product photography process**—from sample preparation to final upload.
- Monitor **timelines, resolve issues**, and ensure products go live on schedule.
- Identify **bottlenecks and opportunities to improve efficiency**.

### Health & Safety

- Comply with relevant legislation in relation to your own duties and work environment, including observing all internal safety procedures and policies, adopting healthy and safe work practices, reporting any hazards or accidents and ensuring that no action or inaction by you while at work, shall cause harm to yourself or any other person.
- Ensure you and your team proactively look to create an environment of wellness across the team and working environment.

## SECTION 4: Key Relationships

*People and organisations both inside and outside of the company that this position would be required to manage relationships with.*

Internal	External
<ul style="list-style-type: none"><li>• Ecommerce Team</li><li>• Marketing &amp; Digital Teams</li><li>• Retail Brand Teams</li><li>• Operations Team</li></ul>	<ul style="list-style-type: none"><li>• Photographers &amp; Models</li><li>• Stylists &amp; Makeup Artists</li><li>• Talent Agencies</li><li>• Production &amp; Creative Agencies</li></ul>

## SECTION 5: Our Values

# New Zealand's Leading Footwear Retailer

CREATING EXPERIENCES AND STYLE THAT MAKES US ALL SMILE

## CUSTOMER FOCUSED



### CUSTOMER CENTRIC

- Over 190 years leadership and more to give
- Superb product knowledge
- Presenting our product with pride
- Treating our customers as valued guests
- Engaged, meeting and exceeding expectations
- Attentively seeking insight into trends and fashion



### THRIVING TOGETHER

- A thriving business in which our people are thriving
- Balanced scorecard, results focused
- Engaged teams, no silos
- Leaders in technology and innovation
- Wellness and Safety
- Driving customer metrics and satisfaction
- Encouraging personal development and growth



### PASSIONATE PEOPLE

- With integrity in every step
- Genuinely focused on doing the right thing right
- Embracing change
- Future focused and positive
- Doing what we say we will
- Excited about our product and bringing customers with us as style and fashion evolves



### ONE TEAM

- Together everyone achieves more
- Communicating clearly
- Respectful and trustworthy
- Bringing the fun
- Infectious enthusiasm
- Reliant and dependent on each other, we do our best to support each other

## SECTION 6: Skills & Qualifications, Knowledge, Behaviours

Skills & Qualifications	Knowledge	Behaviours
<ul style="list-style-type: none"> <li>• 1-2 years of experience in <b>studio coordination, ecommerce, or fashion production.</b></li> <li>• Strong <b>organisational and record-keeping skills.</b></li> <li>• Ability to <b>multi-task and manage multiple projects at once.</b></li> <li>• Familiarity with <b>photography workflows, styling, and sample management.</b></li> <li>• Comfortable with <b>booking talent, scheduling shoots, and coordinating logistics.</b></li> <li>• Basic understanding of <b>digital retail and ecommerce content needs.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Experience in <b>product sample management and inventory tracking.</b></li> <li>• Understanding of <b>fashion, retail, or ecommerce photography.</b></li> <li>• Awareness of <b>creative production processes, styling, and brand alignment.</b></li> </ul>	<p><b>Highly organised and detail-focused – nothing slips through the cracks.</b></p> <ul style="list-style-type: none"> <li>• <b>Proactive and hands-on – willing to jump in and assist wherever needed.</b></li> <li>• <b>Fast-paced and adaptable – able to handle changing priorities.</b></li> <li>• <b>Strong communicator – can coordinate with multiple teams and external partners. Passionate about ecommerce and retail – excited about bringing products to life online.</b></li> </ul>

## SECTION 8

Author:	<b>Head of Marketing</b>	Approver:		Date:	
Amended by:		Approved By:		Date:	