

# BAUKJEN

# Isabella Oliver

<b>Job Title</b>	<b>Print Production &amp; Image Co-ordinator</b>
<b>Reporting To</b>	Head of Art Department
<b>Job Type</b>	Fixed term contract – Maternity cover
<b>Location</b>	Camden, London, NW1 8AW
<b>Working Hours</b>	Generally 8:45am – 5:30pm
<b>Holidays</b>	20 days per annum
<b>Contact</b>	Rachael.Macintosh@houseofbaukjen.com

House of Baukjen creates timeless, carefully crafted clothes that empower women, but we do this with a very clear purpose. We put people and the planet at the heart of everything that we do, driving lasting positive change in the fashion industry with sustainable practices and an ethical supply chain. We are leaders in the sector and the highest scoring fashion B Corp in the UK, second highest in Europe.

Benefits include:

- Generous staff discount
- Employee support helpline
- Cycle to work scheme
- Friends & family discount scheme

We are looking for a Print Production & Image co-ordinator to join and support the Art team. This is a key role within the team and the desired candidate must be hardworking, pro-active, initiative driven and possess strong communication skills. The business is fast-paced and the person we are looking for will be comfortable working in an environment that is both challenging and exciting.

In this role you will be working closely with the whole Art Team, whilst also working with other departments on a day-to-day basis. You will manage print production for our catalogues and other printed materials as well as coordinating images for online in accordance with our seasonal schedules.

This is an exciting opportunity for someone with a keen eye and excellent negotiation skills to develop and grow with two globally recognised fashion brands. We are looking for a proactive individual who can represent both our brands, working alongside multiple third parties. If you feel you possess these skills and are interested in joining our team, we would love to hear from you.

### **What will you get from this role?**

- An exciting opportunity to join two global Ethical Fashion Brands
- A chance to take on a new challenge and work in a fabulous team
- An opportunity to enhance personal development & grow within a well-established company

### **Duties and responsibilities to include the following:**

- Manage the daily relationships with our suppliers including printers, repro houses, mailing houses, paper, postage and packaging companies

- Create and oversee schedules internally and externally to ensure all print projects are delivered cost effectively and on time
- Pro-actively manage timelines for all Art Team projects which includes liaising with other departments on, for example, new fabrics for swing tags and/or updates to product details
- Manage all print projects including catalogue, packaging, point of sale materials and garment collateral as well as ad hoc projects.
- Manage the retouch timelines for print imagery in-line with catalogue schedules
- Manage the online image retouch process including renaming images, marking up and sending to retouch in accordance with the seasonal schedules
- Manage the monthly copy schedule for catalogue and online
- Ensure our packaging is planet friendly, on brand and cost effective
- Check and manage all supplier invoices before sending to Creative Director for sign off

**We are looking for someone with the following attributes:**

- Understanding of all packaging print processes and materials
- Technical understanding of print production tools
- Technical conversancy of printed packaging formats
- Working knowledge of retouch processes & mark up's
- Experience of working with Adobe software
- Experience of working in the prepress industry and directly with printers & repro houses
- Excellent time management skills
- Have an exceptional eye for detail and meticulously high-quality standards
- Able to collaborate with an established team
- At least 2 years' experience of printing and packaging artwork and repro