



# MANAGER OF CREATIVE OPERATIONS

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At Maiden Home, we're growing our team of mission-driven, customer-obsessed design lovers here in NYC. If you're excited to be a part of a revolution of furniture retail—and game to join one of the fastest-growing brands in the industry—we'd love to hear from you. When you join the team, you'll enter a workspace that encourages innovation, creative expression, teamwork, and transparency.

As a talented, detail-oriented, and energetic **Manager of Creative Operations**, you'll join us in building a category-defining home furnishings brand through the production of high-quality, impactful photo and video content. You will support the growth of our product assortment by producing multiple on-location and studio shoots each year and will be a key member of the team translating our premium brand and product to the customer through our website and marketing channels.

This is a unique opportunity to join a fast-growing retail startup at a critical stage, so it comes with huge potential for future growth. The possibilities are endless, and your experience will be shaped by your performance, contributions and personal drive.

## **Responsibilities**

As the Manager of Creative Operations, you will:

- Plan and drive photoshoot operations for all on-location and in-studio photo and video shoots, ensuring on-time and on-budget delivery
- Partner with Design, Merchandising and Marketing teams to outline content and asset needs for new and existing products in the Maiden Home assortment
- Maintain and QA all existing content, spearheading editing efforts when necessary with both internal and external resources
- Lead 3-D asset development with our external partner to ensure an accurate and detailed shopping experience for customers

- Work with Design, Merchandising, and Marketing teams to create press preview assets prior to new product launches to land successful PR placements
- Manage multiple projects effectively to deadlines
- Collaborate closely with the greater Maiden Home cross-functional team as well as external partners

## **Qualifications**

- 3-5 years' experience in creative production with progressively larger scope and budget
- Strong attention to detail and relentless follow-through in a fast-paced startup environment
- Highly organized with ability to manage multiple projects at once; experience working with many partners to bring photo and video shoots to life
- Clear communicator with the ability to build strong relationships with peers, vendors, and senior leadership.
- Outstanding problem-solving and negotiation skills; "can-do" attitude and resourcefulness with a willingness to go the extra mile for the customer
- Proficiency in MS Office Suite, Studio Asset Management (SAM), and Filemaker required; experience with Shopify and AWS a plus

## **Benefits**

- Competitive salary, bonus, and equity
- Health, dental, and vision insurance
- Unlimited vacation
- Annual furniture allowance & company discount
- Trade discounts to most major home furnishings brands
- Strong company culture, including team events
- Maiden Home dedicated office space with open floor plan and snacks

## **About Maiden Home**

Launched in 2017, Maiden Home has quickly become one of the fastest-growing brands in home furnishings. We are a new concept in luxury custom furniture, offering high-quality,

handcrafted pieces made by the best American craftspeople and delivered at prices and lead times unheard of in the industry.

Since inception, Maiden Home has been featured in Architectural Digest, House Beautiful, Fast Co., Forbes, Bloomberg, and more. The brand has experienced consistent triple-digit year-over-year growth, driven by our cult following of consumers and interior designers across the country. Backed and led by executives in e-commerce and retail, with growth ambitions and a customer commitment unseen in the industry, Maiden Home is on its way to forever transform furniture retail.

**To apply, send your resume and cover letter to [careers@maidenhome.com](mailto:careers@maidenhome.com).**