About The Shop Floor Project

The Shop Floor Project was founded in 2006 by Denise Allan and Samantha Allan with the aim to design, develop and source collections of the highest craftsmanship from makers and traditional manufactures from all over the world.

The Shop Floor Project has won awards, been described as *'one of the most beautiful websites around'* and has featured in many publications such as The New York Times, The World of Interiors, Vogue, House & Garden, Elle Decoration, The Guardian, The Times, Homes & Gardens and more.

Now based at Old Warehouse in the centre of Ulverston, their busy and friendly HQ contains design studios, website offices, wrapping and dispatch rooms.

JOB DESCRIPTION:

<u>Digital Assistant</u>

SALARY: £19,000 Pro-rata (£9.13 per hour)

Fixed term contract, **with scope to extend (term-time hours are possible).**

• Duration: 6th May - 19th July 2019

• Mon, Tues, Thurs, Fri - 9.30am - 2.30pm

• 5 hours per day x 4 days = 20 hours per week

<u>Summary</u>

The Shop Floor Project is seeking a Digital Assistant to be part of our award-winning online gallery. Initially for three months to assist with the launch of our online summer collections. This key role involves photographing new products in the studio and editing images in Photoshop to make products web-ready. Uploading the images and entering accurate product information into the correct formats is also a main role.

Other roles include working with our online press image library, social media product launches, uploading digital files for the Artist Print collections, and assisting with other general digital tasks.

This post offers an exciting opportunity to play a vital role in the gallery's website/digital department during this busy period, with scope to extend the contract.

We anticipate that this post is best suited to those based in or within short traveling distance to Ulverston.

Digital Assistant - Overview and Duties of main tasks:

The Digital Assistant will work with, and be responsible to, the Digital Manager. The role with cover a variety of activities including:

- Product photography and basic editing.

- Uploading new products to website

- Inputting product descriptions

- Liaising with the Dispatch Co-ordinator on new product information/dimensions

- Managing our Press Image Library & assisting with press image requests

- Assisting with The Artists' Print department, uploading images in correct size and format

- Uploading new products to Instagram and Facebook.

- Sharing product images with makers and artists for them to share on social media

- Assisting with digital changes to the site to improve online customer experience

Continued…

Person Specification

Essential Skills:

- A basic working knowledge of Photoshop or other image editing software
- Evidence of an understanding of basic photography
- A good eye for visual detail and accuracy are essential.
- The ability to follow instructions to exacting standards
- Organised and can work to daily deadlines
- The ability to work as part of a team and to be self-motivated

Desirable:
- Experience in using web-based applications
- Evidence of digital content creation (e.g visually-led blogs, instagram accounts, Flickr accounts)

The Interview - what to expect

We will inform you if you have been shortlisted by 18.00 on Tuesday 9th April

The interview will be held at: The Warehouse, Buxton Place, Ulverston, LA12 7EF on Wednesday 17th April 2019 (if you would not be able to attend on this date please make a note on your application).

The interview will last approximately 30 - 40 minutes.

We will ask you a few questions and answer any questions you may have. We will also invite you to complete a short image editing task (with step by step instructions emailed pre-interview) to help demonstrate your abilities in relation to the role. You will be able to do this task alone in the studio with plenty of time.

If you have any questions relating to the job description or application process, please contact Samantha Allan on: info@theshopfloorproject.com