



Job Title: Studio Director
Location: Dusseldorf
Reports to: Design Director
Working hours: Full-time
Contract: Yes

Job Duties:

- Support the Design Director and Creative Director in execution of seasonal collection from inspiration to design to sampling to pattern making
- Day to day management of the design team and studio operations
- Keep the Galvan aesthetic and DNA integral to all product designs from all team members
- Ensure that the team and the collection matches the seasonal range plan
- Manage and allocate all design briefs so that workload and tasks are commensurate with individual's strengths and skills
- Ensure that the seasonal design critical path is adhered to, anticipating and addressing issues that may derail successful and timely collection delivery
- Create and drive a workflow structure that maximizes the efficiency of the studio team
- Ensure deadlines are met, with sufficient time to incorporate amendments and edits before final presentation
- Review work schedules of the design team on a daily basis
- Compile and update studio schedules for all team members
- Ensure that all departments are informed about project status and timelines, adjust workstreams accordingly
- Allocate daily, weekly and project workload for each team member
- Manage annual leave of employees, ensuring workloads are handled and critical paths are kept on track

Skills and Qualifications:

- Excellent organisational skills
- Proven leadership skills and ability to meet deadlines in a challenging environment, whilst motivating a team with a wide variety of skill sets
- Excellent management skills
- Must also be able to think outside the box, have meticulous attention to detail and possess problem-solving skills
- Strong verbal and written communication skills – German and English
- Knowledge of production requirements and sample management
- Strong industry relationships and connections, including factories
- Proven ability to own and manage budgets
- Excellent in Microsoft Office, including Word and Excel
- Advanced knowledge of studio software and program management: Indesign, Photoshop, Illustrator, etc

Note:

This list is not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel in the job. The content above is intended to describe the general nature and level of work being performed by people assigned to the role. This does not establish a contract for employment and are subject to change at the discretion of the employer.