

Art Coordinator & Photographer

Art Coordinator & Photographer – Le Management Germany

Are you passionate about the world of fashion and modeling? Do you dream of a workflow focusing on various visual materials in a social, innovative, and international work environment with many tasks at hand? And do you have flair for photography and creating creative content? If so, we have an exciting opportunity for you to join our team as an Art Coordinator & Photographer for Le Management Model Agency based in Hamburg, Germany.

About the Job

We are looking for a structured and energetic Art Coordinator & Photographer (fulltime or parttime), who has excellent organizational and coordination skills and thrives with an administrative approach to primary tasks involving the coordination and updating of various visual materials and documents related to model portfolios, photoshoots, contracts, and related materials.

You will be responsible for our Art department at Le Management Hamburg, where you will be part of a young team in a creative and innovative environment, where everyone is passionate about their work, and the atmosphere is characterized by passion, entrepreneurship, and openness. We operate in a trust-based industry, making it essential that you thrive in a social work environment with a large network and a dynamic daily routine.

Your primary responsibilities:

- Polaroid + Video Photography: Capture high-quality polaroid and video images of models for portfolio updates and internal reference.
- Updating Model Portfolios: Ensure model portfolios are kept up-to-date with recent polaroids and new materials, maintaining a high standard of presentation.
- Archiving Material: Organize and maintain a comprehensive archive of model portfolios, photoshoots, and related materials.
- Updating Booking System: Manage and update the agency's booking system with accurate information regarding model availability, bookings, and assignments.
- Onboarding New Models: Facilitate the onboarding process for new models, including paperwork, contracts, and necessary documentation.
- Structural Oversight: Maintain an overview of the overall art structure of the agency in Germany, ensuring efficient operations and workflow.
- Organize Test Shootings: Coordinate and arrange test photoshoots to enhance model portfolios and showcase versatility.

About You

We do not have specific educational requirements, but we expect that you have proven experience in a similar role within the fashion or modeling industry.

Our expectations of you:

- Excellent organizational skills with a keen eye for detail.
- Strong communication and interpersonal abilities.
- Proficiency in photography, particularly polaroid photography, is highly desirable.
- Familiarity with booking systems, Photoshop, and additional software is advantageous.
- Fluency in German and English is required.

About Le Management

Le Management is one of the world's leading management agencies creating the best path possible to build dynamic, sustainable, and international careers.

The agency was founded in 2010 and quickly became the benchmark for innovative fast-moving and first-moving actions striving to push boundaries. Le Management keeps challenging the status quo with a constant curiosity all the while remaining true to core values and upholding the utmost ethical standards.

Le Management is part of the Brand Institute, which encompasses a range of brands. Learn more about them [here](#).

Are you the one we're looking for?

Send your motivated application, CV, portfolio and other relevant materials through our website [here](#). We process applications continuously.

If you have any questions regarding the position, please feel free to contact our HR team at job@brandinstitute.dk.

We look forward to hearing from you!

