

## **Job description**

Little Red Panda is an established and highly regarded fashion e-Commerce studio based in the beating heart of East London. We work with really exciting labels from huge high-street names to niche brands making their mark.

A job at LRP gives many benefits across pay, perks, treats and bonuses. Most importantly we recognise each employee as an individual with special talents. We strive to make our studio a friendly and positive environment and aim to nurture our photographers, retouchers and assistants to become the best they can be in this challenging and rewarding sector.

LRP is looking for a **Head of Retouch** to manage our retouch team.

The position would suit a highly experienced retouch team manager with a proven background in high street fashion e-commerce retouch who is looking to head up a team specialising in fashion e-commerce as the next move in their career. This position comes with the responsibilities below which will be reflected in the salary to be negotiated on experience.

### **SALARY POA**

**The role of the LRP Head of Retouch is to oversee and be responsible for the complete output of the LRP Retouch Department.**

You'll head up the LRP retouch department in a managerial capacity working closely with the LRP department heads.

You will work to ensure total accuracy and consistency in the LRP Retouch department whilst maintaining an accurate and continuous data flow back to the LRP Production department.

### **The responsibilities of the role include:**

You will play a key role in problem-solving and ensuring consistency across the image handling process and support of the retouching department with the LRP Production Coordinator and LRP Production Director.

Manage the Post Production critical pathflow of all studio projects as they progress from pre-production to delivery.

Management of the retouch schedule and workflow to ensure deadlines are met and post-production is carried out to the highest standard.

Liaise between internal departments – creative, production, project and account management, freelancers and all clients to ensure the smooth workflow and delivery of assets within schedule and budget.

Full awareness of departmental efficiencies including weekly report emails with directors.

Planning and allocation of weekly and daily retouch workloads across the department to hit client deadlines.

Management of LRP Retouch department resources and timings including liaising with and troubleshooting directly with outsourced retouch services.

Leading and managing the LRP Retouch department to create a problem-solving culture with strong team building and team management skills.

You will act as the final QC check point to ensure that all final images sent to LRP Client's are 100% accurate and correct as per the client instructions and/ or style guide and redeploy any work that has not reached this standard.

Ability to multitask and work on multiple projects with a high degree of organisation and attention to detail.

Ensuring that the LRP Marketing team is provided with a continuous selection of the best recent output generated by LRP.

**Key Requirements of the role:**

Utilising your eye for detail and creative skills you will ensure all images meet style guide and brand guidelines and capture and action retouch notes /amendments and oversee quality.

To accurately understand and delegate detailed retouching notes provided by LRP Clients, LRP Production Department and/ or LRP Senior Photographer.

Advise on any limits that may need to be applied to the shoot, as well as providing an overall picture of what can be realistically achieved in post-production.

When required liaise and problem solve with the LRP Production and LRP Photography Dept on Pre-Shoot client requirements. Interpret creative briefs and be capable of quantifying, pitching and quoting all aspects of post-production.

Liaise with LRP Production Coordinator and Production Director to work to best cost efficiencies and scheduling work in house during quiet work periods.

Oversee and undertake when required image editing and colour check/match with garments/products ensuring consistent colour & shaping accuracy with exceptional attention to detail.

Full and in-depth knowledge of photoshop techniques utilised in the production of e-commerce and marketing photography.

Maintain relationships with third parties/ clipping path facilities.

Workflow tracking and reporting back to the production director.

Ensuring creation and updating of LRP client retouch guides and asset deliverables lists for all projects whilst cross-checking with project management.

You will ensure smooth tracking of digital assets and oversee the LRP Retouch imagery processes.

Monitor and report on volumes and quality of digital assets sent to external clipping path/ retouch suppliers.

A positive attitude and professional manner toward all other employees, freelance staff, studio visitors and clients is vital in this role.

To undertake the consolidation of retouch teams actions and photoshop techniques so everyone is using similar techniques for consistency.

To monitor emails for any retouch client requirements and ensure these are followed and made available for the retoucher on that particular job.

**Essential and Key Skills:**

Management of a Post-production team in the e-Commerce industry with a demonstrable track record of applied success.

An exceptional understanding of e-commerce image and videography creation workflow.

Excellent communication and problem-solving skills.

Organisation and attention to detail are critical.

A high level of proficiency in Adobe Photoshop is required to allow for training of retouch staff.

Ability to multi-task and work on multiple projects at one time.

A highly positive attitude and professional manner toward all other employees, freelance staff, studio visitors and clients is vital in this role.

Be a task/ job completer/finisher, diligent and highly organised.

You will have a strong work ethic and willingness to meet tight deadlines outside normal hours if required.

You will have a professional demeanour with excellent written and verbal communication skills with clients and LRP management.

To have the ability to take initiative and work calmly under pressure with a positive attitude.

To have the ability to organise and prioritise workload, multi-task using effective time management skills, awareness of studio workflow and time schedules.

To instigate and communicate a realistic team workload delegation with an understanding of limitations.

To have excellent problem-solving skills with an ability to change priorities quickly and accept change with a positive attitude.

Understanding and implementation of client-is-key approach whilst maintaining and exceeding the high standards of LRP.

Full understanding of client-specific time frame expectations with realistic deliverables.

**The Perks:**

- Great team culture
- Dog-friendly office
- Fortnightly group lunches \*
- Health package
- Great development programmes
- Pension scheme
- Cycle to work scheme
- Friday drinks; At the end of each working week for those who like to decompress and cool off with team mates \*
- We understand the importance of social interaction. We hold an annual summer party and a Christmas party \*

\* Some social perks are currently affected by the Covid safety protocols.

**Send CV's to our jobs email address along with a cover letter or simply apply via Indeed. We do not accept phone calls regarding recruitment. Due to the high volume of applicants we receive we may not be able to let you know if you have not passed the initial of the process.**

Job Types: Full-time, Permanent

COVID-19 considerations:

It is preferable at this time if staff are able to avoid public transport. Working from home may be required in this role during any future lockdown.