



## **HEAD OF PRODUCTION & PROCUREMENT**

Reporting to: Creative Director  
Location: Marylebone, W1

Hours: Monday to Friday, 09:30-18:00  
Salary: dependent on experience

### **ABOUT US**

Naum House is a creative studio specialising in interior, experiential and floral design with a newly launched ecommerce business offering art and design objects to discerning clientele. We work with a range of entities in the private and luxury sector.

Naum House's e-commerce business is comprised of four pillars – antiques, wholesale and artisan commissioned, and products designed by the founder.

### **JOB DESCRIPTION/ DUTIES**

#### **INTERIOR DESIGN PROCUREMENT**

Leading on procurement for interior design projects to include:

1. Managing the FF&E procurement programme, communicating deadlines to the internal team and managing deadlines for all external suppliers/ subcontractors. Reporting any issues affecting project delivery to the creative director and offering proactive suggestions to resolve.
2. Managing the FF&E schedules, inputting key information for all purchased items and tracking the live spend against the budget. Working with the studio assistant to ensure all delivery, customs and any other additional costs are captured in the schedules. Ensuring that the location for each item is accurate and kept up-to-date.
3. Finalising purchase details for all orders and deliveries, processing invoices and liaising with the bookkeeper to ensure all invoices are paid in a timely manner and tracking any returns/ refunds as necessary
4. Managing FF&E storage, to include overseeing all shipments and deliveries into the various storage facilities, coordinating deliveries with the warehouses, condition checking items upon arrival, following up with insurance claims as needed, ensuring the warehouse inventories are accurate, getting competitive quotes for shipping and handling customs for any imported purchases.

5. Overseeing the installation process on site and any subsequent snagging. Liaising with the contractors, and any relevant subcontractors, providing required installation instructions for FF&E and any other relevant information. Ensuring all items are installed safely and in good condition.
6. Communicating, negotiating, and forming strong positive relationships with all trade suppliers. Working with the studio assistant to set up trade accounts, request pricelists, samples, and competitive quotes.
7. Project managing bespoke FF&E pieces, from design brief through to installation. Working with the creative director to make items as cost effective as possible without compromising on the design. Managing the shop drawing process and calling in finish samples for approval, overseeing production timeline, progress, and final delivery. Arranging in-person visits with creative director as required to oversee progress.
8. Sourcing FF&E pieces for interior design projects. Researching available items to fit the brief and presenting to creative director for approval/ purchase.
9. Managing ordering of all fabrics and fittings for FF&E items, including window treatments. Working with the studio assistant to request CFAs for all fabrics, creating purchase orders, arranging required FR treatment and tracking delivery of fabrics. Sourcing alternative options as required for any unavailable/ out of stock fabrics. Ensuring all fabric orders placed in a timely manner within the wider procurement programme.
10. Overseeing any restoration work required for antique items, liaising with suppliers on reupholstery, rewiring, repair and restoration of identified items. Managing release of items from warehouse, delivery to supplier, and then subsequent return to the warehouse.
11. Working with the studio assistant to collate technical data/ specifications/ installation instructions/ warranty, care and maintenance advice for purchased items.

## DESIGN PRODUCTION MANAGEMENT

In addition to procurement for interior design projects, this role is also responsible for production for wider design jobs for the studio. These include styling jobs, decorative items and artwork procurement, events and workshop production, floristry jobs such as event flowers and photoshoots.

1. Mapping out workstreams and allocating responsibilities for production with the creative director. Managing the internal team and any subcontractors and freelancers, providing the necessary job briefs, timelines, and budgets.
2. Creating a production calendar, to be monitored daily for short-term projects, and liaising with the internal team and any freelancers to ensure each item is executed to the deadline.
3. Calculating anticipated costs and creating quotes for clients, monitoring budgets and live spend, reporting to the creative director as needed.
4. Managing the procurement for these jobs, including sourcing, purchasing, tracking finances and deliveries, and liaising with the Naum Flower team in Oxfordshire.

5. Overseeing all logistics for production installation and de-rig. Liaising with site team, subcontractors and freelancers as needed.

6. Site visits to event locations as required for initial walkthroughs, measurements, and meeting with onsite team. Ensuring notes from site visits are shared promptly with the internal team and photos uploaded to shared folder for reference.

## SHOP/ WEBSITE

Managing the Naum House shop and website, with the assistance of the Studio Assistant. The shop is currently online only, with plans to create a physical gallery space within the new studio.

1. Responsible for inputting all information to Shopify and managing the Shopify account. Maintaining accurate records of purchases, pricing and supplier information and ensuring wholesale stock and packaging materials are reordered as necessary. Managing the storage of stock and ensuring an accurate inventory.

2. Overseeing product shoots for drops and ensuring all incoming stock is photographed against a white background in the studio. Managing freelance photographers and florists for shoots as required.

3. Leading on onboarding new and restocking wholesale products for the website, to include researching products, assessing costs and preparing cost analysis, market research on pricing and positioning, writing copy for product descriptions and general collection copy. Presenting to creative director for final approval.

4. Creating written content for the website, including copy for product descriptions, developing content for our Notebook section, creating regular newsletters for our subscribers, and promptly writing up events/ workshops for the website. Ensuring content is produced in timely manner to allow for sign off by creative director.

5. Managing social media for Naum House and Naum Flower, generating regular content along with other team members, scheduling content on Later, tagging accounts and products, ensuring there is a pipeline of regularly scheduled content, posting stories. Ensuring content is produced in timely manner to allow for sign off by creative director.

6. Sourcing new pieces for the shop, working to the Naum House brand and creative director's brief. Researching wholesalers and artisans for potential products and/ or collaborations to present to the creative director.

7. Customer service for the shop, including order fulfilment and customer service enquiries.

8. Forward planning for future curated drops, workshops, sale strategies and potential brand partnerships.

## REQUIREMENTS

1. Experience using Shopify.
2. Strong interest in interior design, art history and architecture. This brand is about a careful balance between the fine line of lifestyle and intellect.
3. Office uses Mac computers, iPhone, Gmail and Dropbox.
4. Social media savvy
5. Longevity in previous roles is essential

It is also a bonus for anyone passionate about flowers and sustainability.

## APPLICATIONS

Please send your CV and a cover letter to [admin@naumhouse.com](mailto:admin@naumhouse.com)