



JUNIOR DESIGNER

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

1. To work closely with the Principal and the Head of Procurement and Production to do design development work and design execution work.
 - Drawing and drawing amendments
 - Marking up documents and distributing on behalf of the principal
 - Updating relevant schedules and spreadsheets
 - Researching solutions for design problems
 - Liaising and gathering information from subcontractors to feed into larger design
 - Compiling information into beautiful presentations
2. To create visual and verbal content for our e-commerce shop and social media, including photography and layouts as needed.
3. Assisting in design development for products for the shop and/or bespoke furniture, objects and finishes for projects.
4. Creating visual content related to shop stock for the website – working with the principal to shoot individual products for website, as well as creative lifestyle imagery.
5. Developing content as it pertains to a set sales strategy and working towards goals and KPIs for sales, events and marketing.
 - Creating visual content across all platforms as needed with quick turnarounds
 - Helping to develop a visual language for the brand across all touch points
 - Developing marketing material – photo, video, text yourself
 - Art direction and layouts for web, newsletter, presentations, proposals

6. Sourcing
 - This person should be able to take direction to source alternate options that need to meet a specific design aesthetic, scale or function – through our list of trusted vendors and/or suppliers that they find themselves
 - Sourcing documents to include relevant information at the correct stage – ie if initial round of sourcing, links to review with principal are fine. If for a client meeting, these options need to be compiled into a presentation document with relevant samples and cost information

CONTENT AND SOCIAL MEDIA

7. Generating original content for the website and social media channels for content creation.
8. Researching and writing editorial pieces for the website or captions and images for Instagram. It also involves distilling the founders many ideas into a legible format and making sure all is online according to a diligent schedule.
9. Producing larger photoshoots for full collections or communicating effectively with 3rd party content creators to capture the look & feel of the brand. Confident at basic Photoshop, colour balancing, cropping etc as needed.
10. Write product descriptions as needed.
11. Generating Notebook content (blog) and Newsletters to go out regularly – this person needs strong visual and writing skills with fresh ideas about how to editorialise elements of our brand.
12. Travelling with Founder and other team members to create original content as needed, travelling to site for projects and capturing the process.
13. Promotion and brand development
 - Managing creative development of quarterly collection “drops” and all accompanying literature.
 - Helping to develop curatorial concepts so that they can be actioned into realisable sales.
 - Researching and proposing workshop ideas, leaders, venues, and product tie-ins to maximise sales.
 - Owning the social media strategy with strong input from the Founder, ensuring that all content is high quality and on brand, suggesting ideas as needed to keep all accounts flowing. Confident using Later as a software.
 - Creating newsletter and all email marketing with the Founder.
 - Creating original honest yet polished content using iPhone, across all of our various ventures. Thinking up ideas of how to do this effectively and actioning them independently.

NAUM STUDIO / NAUM FLOWER

14. Design development

- All elements of the process to take ideas from Founder and assist in bringing them to a legible, executable format.
 - This includes drawing, collaging, researching, gathering information, liaising with vendors, understanding of the wider marketplace, getting costs, getting lead times.
 - Being present in meetings and taking initiative to gather information that will be useful to the end result
 - Pulling in multiple samples and finding creative solutions for elements, organising in a clear way to present all information to founder or client for sign off
- Identifying and assessing potential suppliers alongside Head of Production and Procurement
- Honing design documents so that they can lead to an executable design
 - Ensure that presentations have left no element unclarified – using visuals and text to communicate under Founder's direction
 - Proficiency in some of the following software: AutoCAD, SketchUp, Adobe InDesign, Keynote, hand drawing, drawing to scale
 - Strong presentation skills are a must

15. On-site installations

- Strong visual skills with making things look good in real life
 - Styling, floristry skills, lighting skills – this person must have an eye for this and able to assist or do
 - This person should be very organised to bring things to a point to make best use of Principal's time

16. Design execution

- Keeping presentations and spreadsheets and drawings up to date following workshops and design meetings
- Working with Office Administrator to keep samples library very organised
- Preparing samples, documents and information for related meetings, so each meeting is ready to go with the correct information to hand
- Adept at checking samples/swatches against the control
- Liaising directly with clients as needed, attending site visits
- Working with suppliers, communicating creative briefs and seeing it through to execution alongside the principal
- Proceed with action points independently following design workshops and meetings
- Keeping drawings, digital documents and presentations up to date and cross referenced across different packages.

17. Project Management
 - Working closely with our Head of Procurement and Production to do the following:
 - Manage freelancers as needed – photographers, retouchers, graphic designers, set builders, manufacturers producing samples
 - Adhere to deadlines
 - Keep information up to date in the background
 - Take initiative to get information organised and presentable for the principal or client to review and make decisions

ADDITIONAL ASPECTS OF THE ROLE

18. Managing Dropbox for clarity and consistency for the rest of the team.
19. Up for travel to antique fairs, design fairs, trade shows and to visit artist studios as needed
20. Ad hoc help across the business either for interiors or experiential projects or floristry/floral design events. Occasionally this person will be pulled in to help with various projects installations.
21. Need to be able to pivot quickly between projects and to juggle multiple priorities without close management

REQUIREMENTS

22. Experience using Shopify.
23. Strong interest in interior design, art history and architecture. This brand is about a careful balance between the fine line of lifestyle and intellect.
24. Must be extremely proficient at Excel, Keynote, Word, Photoshop, InDesign and/or other AutoCAD, SketchUp, Adobe InDesign, Keynote, hand drawing, drawing to scale.
25. Office uses Mac computers, iPhone, Gmail and Dropbox.
26. Social media savvy
27. Software and/or hand drawing skills
28. 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