

### PERSONAL/FASHION ASSISTANT FOR FASHION BRAND

No. J - Los Angeles. P/T, \$16 - \$18/hr. Salary may increase over time. Still in its beginning stages. Grow with us! Experience in Fashion branding on the production side (i.e. the basic ideas of making clothes from creating patterns and sewing to mass producing and starting a line/brand) OR Social Media/E-commerce/Public Relations. An understanding of basic CAD (computer-aided design) software's such as Adobe Illustrator or CorelDraw. Great organizational skills. Experience working in fashion. Organizing fabrics, designs, patterns and files for the brand. Organizing calendars and schedules. Filling out info cards for prints and designs. Fabric sourcing. Contacting showrooms. Social media branding and execution. Run personal errands. Make appointments. Send emails. Roll phone calls. Mandarin or Cantonese is a plus!

**Go To: <https://www.indeed.com/viewjob?jk=39c897def89024d6>**

### DESIGN ROOM ASSISTANT

Torrid – Industry. Complete silhouette sketching (tops, sweaters, bottoms, jackets, dresses, intimates) and detailed technical sketches. Coordinate layout artwork pages. Create, organize and update reference libraries (fabrics, tech packs, development samples). Assist Designers and Design Director in daily design processes. Organize visual boards. Create line sheets. Design Room maintenance (organize samples, presentation room, etc.). Design experience preferred. Strong computer skills including Adobe Photoshop and Illustrator, Microsoft Word, Excel and Outlook. Able to work in a fast paced, multi-task environment. Strong organizational time management skills. Excellent sense of urgency and consistency. Illustrates a dedication to meeting requirements of internal and external customers, responding to all customer requests promptly and thoroughly. Strong communication skills including ability to work in a team environment give honest, direct feedback and are a solid verbal and written communicator. Meet deadlines, prioritize appropriately, cope well with change, and maintain composure under pressure. Is accountable for results, approaches obstacles proactively and looks for ways to resolve problems and issues.

**Go to: <http://jobs.jobvite.com/careers/torrid/job/okIY8fwS>**

### FASHION MARKETING INTERN

LOST + WANDER - Los Angeles. Unpaid, school credits. Contemporary womenswear brand located near DTLA. Gain real world experience. Fashion forward, career driven interns that want to be a part of a rapidly growing company. Professional, energetic, proactive, extremely organized and motivated to learn all the ins and outs of Fashion Marketing. Positive attitude and willing to do small to big tasks. Someone well versed in social media marketing (Instagram, FB, and Pinterest) to engage other accounts & grow followers. Assist in the various areas of marketing, photo shoots, events, and blogger outreach. Dedicated, reliable. Contribute to all social media campaigns. Monitor follower/ engagement growth on each social media platform. Assist in pop-up and events. Help with photo shoots; sample organization, steaming, fitting, errands, etc. Social media experience. Experience in graphic design, Photoshop and Illustrator and/or Photography is a plus. Experienced working in a fast-paced, high pressure environment.

**Go to: <https://www.indeed.com/viewjob?jk=b4d738bcfeed07c1>**

### (ENTRY LEVEL) APPAREL PREPRODUCTION ASSOCIATE

MIAS - Santa Fe Springs. Manage assigned operational functions consistent with the strategic plan and vision for the department. Oversee the overall production order and request from buyers. Daily general issue resolution and follow up with. Create or maintain time and action calendars as needed, track plan to actual on a task level, communicate with responsible parties and drive compliance to the plan. Initiate shipping schedules with production department upon buyer commitment. Monitor production progress and shipping status with factories. Maintain and track against project schedules and deliverables. Control sample schedule and costing. Work with Production Department to monitor production progress. Networking in the sourcing community. Work with current factories and representatives of sourcing to improve factory efficiency and lower costs. Coordinates the implementation of production and new developed orders. Participate in cross-functional and multi-divisional team efforts, as assigned and fully represent the MIAS business and functional strategies to all groups or departments. Create various reports in Excel. Proficient in Microsoft Office, specifically Excel. Proficiency with numbers and large amounts of data. Excellent written and verbal communication skills in English. Ability to effectively communicate with internal and external partners. Good problem solving and technical writing skills. Proficiency with Microsoft Word and Excel.

**Go to: <http://www.miasfashion.com/careers/>**

### PRODUCTION SERVICES GENERALIST

Activision - Santa Monica. Provide technical and logistical support for various production tasks, including (but not limited to): events, game demos, gameplay video capture, screenshots, age ratings submissions, game canon library, game manuals, game credits, and miscellaneous other tasks related to process improvement and central game production. Responsibilities: Support in the submission of games to various international ratings agencies, maintaining current game credits listings, creating and editing game manuals including writing, coordination of localization, and approvals. Assist with the production, versioning, formatting, and archiving of videos and screenshots. Capture gameplay for editorial, marketing, and internal videos. Maintain the capture systems, external hard drives, and various game consoles. Technical and logistical support for global trade shows, conferences, and demos, as well as, eSports, PR, and review events. Support with miscellaneous tasks related to process improvement. Qualifications: Demonstrate high level of attention to detail and problem-solving skills, Experience liaising with cross functional departments, Technical understanding of games, game hardware, networking, and security, Strong communication and relationship building skills, Willingness to travel and/or coordinate representation, Maintain professionalism and composure while working under tight deadlines, Creative, organized, proactive, and accountable, AV and IT experience a plus, Prior work experience in entertainment a plus, Gaming enthusiast and/or gamer is a plus.

**Apply at: [https://activision.referrals.selectminds.com/jobs/production-services-generalist-](https://activision.referrals.selectminds.com/jobs/production-services-generalist-2683)**

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