



OPPORTUNITY: CREATIVE STUDIO ASSISTANT

Well-Known Fox, an NYC-born and Maine-based creative studio, has an exciting new role for a self-motivated independent contractor to join our growing team. As our Creative Studio Assistant, you will facilitate project management from briefing through execution and contribute to creative production and studio operations. In this role, you'll collaborate closely with the directors to build and lead project timelines to keep engagements on track. Project types include branding, web and digital marketing, and creative campaigns for clients locally and globally.

PROJECT MANAGEMENT

- Using project management software, create and maintain project schedules from the scope of work through final asset delivery, and communicate any changes proactively as they arise
- Ensure requested client materials are in hand before project kick-off and work with teams to gather and process required information if missing
- Collaborate with directors to create communications and agendas, and schedule client meetings to maintain project timelines
- Initiate and lead internal meetings needed for alignment and execution, including creating and communicating agendas beforehand as well as recapping notes and next steps afterward
- Proactively monitor project status and communicate any challenges that put a project at risk
- Ensure stakeholder feedback is actioned on a timely basis and that final deliverables meet project requirements/scope of work
- Monitor timelines, revisions, approvals, and delivery of the final product(s)
- Assist studio directors to fast-track pitches, proposals, contracts, and communications
- Maintain well-organized and accurate files and records

CREATIVE

- Conduct market research to identify trends and models, and generate ideas
- Help create preliminary graphics, designs, mock-ups, and wireframes
- Collaborate on front-end/interactive design and development
- Gather and organize research, information, and supporting materials
- Help develop strategy and communications for various creative projects
- Proof designs and review documents for approval

QUALIFICATIONS

- An interest in and eye for design, style, and layout
- A proactive self-starter with integrity, grit, meticulous organizational skills, and attention to important details
- Able to manage multiple projects simultaneously, adjust to shifting priorities, and identify opportunities for process improvements
- Ability to proactively follow up with stakeholders re: milestones, deadlines, and deliverables
- Excellent verbal, interpersonal, and written communication skills
- Strong software skills (our tech stack includes Adobe Creative Suite, TickTick, Dropbox, Office, Google Suite, Zoom, and Canva), as well as a willingness to learn new tools and platforms
- Familiarity with Squarespace, WordPress, MailChimp, cPanel, FTP, and hosting is a plus
- Front-end/interactive experience is a plus
- Comfortable creating visual communications digitally, as well as with pen and paper

This is a remote independent contractor role, estimated at 10-15 hours per week to begin. Starting pay is \$30/hour. We are a Mac-based studio in Bangor, Maine.

To be considered, please send your resume attached to a brief email stating why you are an excellent fit for this role to: hello@wellknownfox.com. We welcome links to your website, portfolio or anything else you believe will excite us about your interest. Position open until filled.