



Job Description: Studio Associate

Company: Immortal Vision Studio

Position: Studio Associate

Type: Part-Time (15 hours per week)

Pay Range: Starting from \$12 - \$15 per hour, based on experience, plus commission at 12.5%

Physical Requirements: Ability to lift and carry objects weighing over 50 lbs

Location: 426 E Allegheny Av suite 2B Philadelphia, PA 19134

Job Summary:

As a Studio Associate at Immortal Vision Studio, you will play a vital role in supporting the daily operations of our photography studio. You will work closely with our team of creators and other staff members to provide excellent customer service, ensure smooth studio operations, and assist in delivering high-quality rentals and agency services to our clients. Your enthusiasm for creativity, strong organizational skills, and willingness to learn will contribute to the overall success of our studio.

Key Responsibilities:

Customer Interaction: Greet clients warmly and assist with inquiries, scheduling appointments, and explaining services.

Administrative Tasks: Manage client bookings, maintain accurate records, answer phone calls, respond to emails, and handle paperwork effectively.

Studio Maintenance: Keep the studio clean, organized, and ready for photoshoots/events. Set up and arrange props, backgrounds, and equipment as needed.

Assist During Photoshoots: Collaborate with photographers to ensure a seamless photoshoot experience. Help with lighting adjustments, equipment setup, and managing props during sessions.

Equipment Management: Check and prepare photography equipment, including cameras, lenses, lighting, and accessories, to ensure they are in good working condition.

Image Processing: Assist in post-production tasks such as basic photo editing, retouching, and file organization to maintain efficient workflow.

Sales Support: Present agency packages and upsell additional services to clients, contributing to the studio's revenue generation.

Client Relations: Address client concerns, provide exceptional customer service, and ensure a positive experience for every client throughout their journey with the studio.

Learning and Development: Stay updated on photography/creative trends, techniques, and industry developments to enhance your skills and contribute fresh ideas to the team.

Social Media Contribution: Utilize your social media skills to capture behind-the-scenes moments, create engaging content, and contribute to our studio's online presence across various platforms.

Team Collaboration: Work closely with photographers, other studio associates, and management to ensure a cohesive and productive studio environment.

Learning and Development: Stay updated on photography trends, techniques, and industry developments to enhance your skills and contribute fresh ideas to the team.

Qualifications:

High school diploma or equivalent; relevant coursework or certification in photography is a plus.

Prior experience in a customer service or administrative role is preferred.

Basic understanding of photography concepts, equipment, and terminology.

Proficiency in using photo editing software is a plus.

Strong interpersonal skills with the ability to communicate effectively and interact professionally with clients and team members.

Organizational skills and attention to detail to manage appointments, paperwork, and studio setup efficiently.

Flexibility to work in a dynamic and fast-paced environment, including weekends and occasional evenings.

Positive attitude, eagerness to learn, and a team-oriented mindset.

Physical ability to lift and carry objects weighing over 50 lbs.

Benefits:

Competitive hourly pay starting from \$12 - \$15 per hour, based on experience.

Commission at 12.5% for sales generated.

Opportunity to gain practical experience in a photography studio environment.

Exposure to the creative industry and potential for skill development.

Discounts on agency services and packages for personal use.

Potential for career growth within the studio based on performance and skills.

If you are passionate about photography, creativity, have a knack for customer service, and are excited to contribute to a creative and collaborative studio environment, we encourage you to apply for the Studio Associate position at Immortal Vision Studio. We look forward to reviewing your application!

How to Apply:**[CLICK THIS LINK TO APPLY TODAY!](#)**

Interested candidates should submit their resume, a cover letter explaining their passion for creativity and entrepreneurship, and any relevant portfolio materials (if available) to info@immortalvisionstudio.com. Please include " Intern Application - [Your Name]" in the subject line. At Immortal Vision Studio, we embrace diversity and welcome applicants from all backgrounds. We are excited to mentor and nurture the next generation of creative entrepreneurs and photographers.

Note: This internship description is a general guideline and may be subject to modifications based on the specific needs and priorities of Immortal Vision Studio.