

Assistant Designer, Christina Karin Headquarters, Chicago, IL

We are seeking a highly motivated, enthusiastic team member to join the Christina Karin Chicago-based design team. You are continuously seeking to learn and have a genuine desire to absorb and understand as much about design as you can; you love people (dogs & children), and thrive in open team environments. You aim to lift up those around you and won't stop until the job is done right.

The primary role is to assist the Creative Director and rest of the team in design objectives including tech pack creation, sourcing swatches, fitting samples, revisions, shipments, as well as experience with graphic design to help with our ongoing email marketing campaigns and in-house content creation.

We also have an ongoing need for social media, office administrative and customer service requests.

This is an incredible opportunity for someone who wants to eventually work in a high powered behind-the-scenes fashion job.

For the right candidate this can turn into a full time seat after 90 days of employment. We are seeking only highly motivated talent that want to learn how a design / retailer is run from the bottom up / top down!

Responsibilities:

- Assist in product development at all stages with guidance of designers including sketching, detail sketches, tech-packs, presentation boards
- Sketch and spec new designs, update existing sketches, specifications, and write revision fit comments when needed
- Coordinate samples process to ensure samples are produced and delivered on a timely basis
- Check on revised samples
- Send out and follow-up on packages for overseas vendors
- Communicate on daily basis with overseas offices to ensure development remains on calendar
- Assist with generating and updating design mood board
- Participate in group meetings and trend shopping
- Attend fittings as needed
- Keep organized record of all seasonal development (prints, artwork, submits, ext)

- Perform market research to understand customers and to identify new trends, yarns, techniques, etc.
- Clerical duties include, but are not limited to, expense reports and keeping detailed purchasing records of shipments and supplies.
- Partake in some sales to understand customer and refine assortment according to data.

Qualifications:

- College degree in Fashion Design or related field
- Graphic design experience a plus
- High proficiency with Microsoft Excel is required
- Proficiency in Illustrator and Photoshop is required
- 0-2 years' experience in product development and/or design
- Strong listening, written and oral communication skills
- Self-motivated and organized
- Ability to thrive in fast paced and high intensity environment
- Ability to flat sketch in Illustrator is a must
- Be able to create full tech packs with all measurements
- Color management experience a plus
- Communication skills are a must

Pls apply by sending a cover letter and resume to [info@christinakarín.com](mailto:info@christinakarín.com)  
Any relevant design portfolios should be linked as well.