

Project Coordinator

Do you wish you worked in a creative position - the art world? Whether it's your first position or you are considering a career change - check us out on instagram @locallanguageart.

We love to work together in person; working in a creative space with creative people allows for mentorship, collaboration, and opportunity. This position is not remote, it requires in-person participation in our unique Oakland design office and fabrication studio.

We are looking for a Project Coordinator to join our growing team. Ideal candidate will be responsible for supporting the Project Managers and Art Consultants with framing design and coordinate all necessary design approvals. With organization and prioritization skills, this candidate will organize the necessary pieces to ensure project success.

Local Language is an Oakland-based creative studio that curates, conceives, and creates custom art collections for commercial spaces. We are visual artists, art consultants, designers, and extraordinary makers - and the art collections we create tell the story of each community and location. Inside our studio art fabricators utilize high-tech digital tools and artisan craft techniques to print, paint, build, and make art.

Responsibilities

- Work with Project Manager to develop, drive, and implement project goals
- Manage communications and deliverables from all stakeholders for project
- Framing design and writing item descriptions
- Order and manage design samples for client approval
- Provide excellent customer service and respond in a timely manner
- Provide Administrative Support & Coordination
- Maintain design and sample library
- Follow up with vendors
- Creates artwork labels for production
- Research materials and order samples from material suppliers
- Tracks shipments and samples
- Create close-out documents for projects
- Coordinate freight shipments and create shipping documents
- Run errands and help where needed

Qualifications

- Excellent verbal and written communication skills, problem solving skills, and attention to detail
- Strong time-management skills
- Expertise in Microsoft Office Suite, Must be exceptional with Excel
- General computer skills: PC environment, MS Office, Google Drive, Adobe Acrobat
- Willingness to jump in and help where needed
- Must be detail oriented
- Able to work quickly and accurately in a fast paced environment
- Able to work independently and in a team environment
- Must have a driver's license and reliable transportation to get to and from work
- Physically able to be on your feet and carry small boxes from UPS/FedEx
- Strong organization skills
- Must be able to clearly communicate verbally and in email correspondence
- Strong interest in art and design is required and must have an awareness for good design aesthetic
- Experience with picture framing design is required

Additional Information & Benefits:

- Full-time w/ benefits (healthcare, vacation, 401k)
- Hours of operation: Monday-Friday, 8:30am-5:30pm

For consideration, please submit your resume with cover letter and "PROJECT COORDINATOR" in the subject line to employment@locallanguageart.com. We will be screening emails and replying to qualified candidates!