

Vacancies- iShoot by Giscardo Group

iShoot by Giscardo Group offers automated photography solutions that focus on high-resolution digital image files and professional photography assets

1- Operations & Inquiries Lead / Studio Manager:

Major: degree in Business Administration, Marketing, or any related field

Experience: 1-3 years in customer service, operations coordination, studio coordination, or front-of-house account handling

Major Responsibilities:

- Handle inbound inquiries across phone, WhatsApp, email, and social channels with speed, clarity, and professionalism.
- Coordinate bookings, confirmations, reschedules, and production readiness with Studio Lead, Project Manager, and post-production support.
- Maintain accurate intake information, service selection notes, client expectations and briefs, and key delivery dates.
- Act as the central communication point for clients who need drop-off, pick-up, add-ons, or quick status updates, up to collecting feedback after delivery of service.
- Escalate issues, scheduling conflicts, or service exceptions to management quickly and clearly.
- Support upselling of add-ons, mixed packages, and repeat bookings where relevant and approved.

Salary: USD 700-1,000

2- Post-Production Lead / Professional Re-toucher and Editor:

Major: degree in Graphic Design, Computer Graphics and Interactive Media, Mass Media and Communication, or any related field

Experience: 1-7 years in photo retouching, post-production, video editing, senior graphic design, or studio finishing

Major Responsibilities:

- Lead retouching, image finishing, visual correction and final output consistency across all studio solutions.
- Maintain post-production presets, naming standards, export formats, and folder discipline for smooth delivery and retrieval.
- Act as a final visual quality checkpoint before assets are released to clients or reused for sales and marketing.
- Coordinate with Junior Graphic Designer and the agency to repurpose finished assets into sales sheets, case studies, and social content when needed.
- Support continuous improvement of turnaround speed without sacrificing polish and accuracy.
- Train or guide junior support on brand consistency, finishing standards, and revision discipline.
- Assess Client requests thoroughly and accurately, forecast delivery timelines and commit to those timelines for most efficiency possible when it comes to submitting consistent, fast results for each client

Additional Requirements:

- Strong Adobe Photoshop, Adobe Premiere, and image-quality control capabilities
- Comfortable with white background e-commerce standards and brand-sensitive finishing
- Arabic and English preferred

Salary: USD 1,000-1,600

3- Studio Lead:

Major: degree in Mass Media and Communication, Graphic Design, Marketing, Business Administration, or any related field

Experience: 0-5 years in studio operations, retail service operations, hospitality, or production floor leadership

Major Responsibilities:

- Welcome and orient clients, explain how the studio flow works, and ensure session readiness before production begins.
- Recommend the appropriate solution mix when clients need guidance between Ghost, Eclipse 360, or Live usage.
- Ensure studio SOPs, time blocks, setup rules, and handling discipline are followed on the floor.
- Manage the first QA gate by checking setup, framing, styling readiness, and on-set execution against the brief.
- Coordinate closely with the Operations Lead, Project Manager, and Photographer or operator on timing and flow.
- Escalate issues immediately when a session risks delay, quality compromise, or client dissatisfaction.

Salary: USD 700-1,000

4- Project Manager/ Intake & Delivery Manager:

Major: degree in Business Administration, Marketing, Mass Media and Communication, or any related field

Experience: 1-6 years in project coordination, account operations, studio traffic, or service delivery management

Major Responsibilities:

- Assess inquiry forms, client requests, and production briefs to qualify the work and select the right service pathway.
- Prepare quotations, scope confirmations, time estimates, and calendar blocks with good commercial and operational judgment.
- Run daily planning and follow-up on job status, delivery ETAs, and internal dependencies.
- Own the second QA gate by checking completeness, readiness for delivery, and alignment with quoted scope.
- Maintain trackers for job value, deadlines, status, special handling, and escalation items.
- Support management with weekly operational reporting, bottleneck visibility, and workflow discipline

Salary: USD 900-1,300

5- Art Director / Systems Calibration Lead:

Major: degree in Graphic Design, Computer Graphic and Interactive Media, Visual Arts, or any related field

Experience: 2- 4 years in art direction, fashion or product photography direction, studio systems, or creative quality leadership

Major Responsibilities:

- Calibrate lighting setups, framing principles, styling rules, and repeatable presets across all studio solutions.
- Provide look direction and solution-specific art guidance for fashion, product, and campaign-oriented work.

- Maintain style guides and create rules that can be followed consistently by operators and post-production.
- Work with Gilbert and production support to ensure finishing standards match creative direction.
- Support premium accounts, complex items, and new package testing where visual quality standards must be protected.
- Continuously improve the balance between speed, repeatability, and output quality

Salary: USD 400-800

6- Freelance / On-Demand Photographer:

Major: degree in Television and Digital Media, Marketing, Graphic Design, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Capture images or video according to brief, time slot, and solution-specific requirements.
- Operate within I-Shoot's floor discipline, file-naming rules, and handoff procedures.
- Coordinate with Studio Lead and Coordinator on timing, product order, and client needs.
- Deliver RAW files and shot selections promptly into the production pipeline.
- Protect quality while respecting speed and batch efficiency expectations.
- Support complex or special assignments when requested and approved.

Salary: USD 100-150 for a half-day support block and USD 180-300 for a full-day assignment

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802