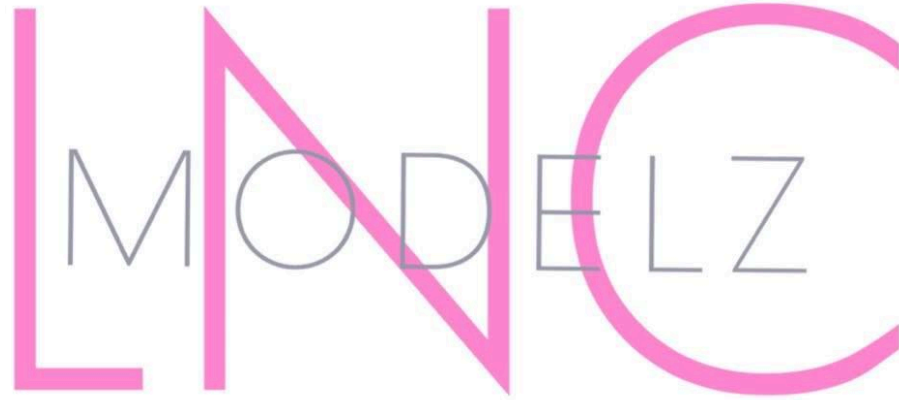




DIRECTOR'S ASSISTANT POSITION DESCRIPTION

By Katerina Lescouflair / Operations Director / Last Updated September 19, 2026

Table of Contents

Table of Contents

1. ABOUT US

2. POSITION OVERVIEW

3. KEY RESPONSIBILITIES

4. REQUIRED QUALIFICATIONS & EXPERIENCE

5. WHAT WE OFFER

6. APPLICATION PROCESS

1. ABOUT US

LNC Modelz is NOT an agency; we are a powerful model collective created for models by models built to empower the very individuals that define our culture.

Based in Atlanta, Georgia, this company was founded to fill a major void in the fashion industry—a total lack of both support and visibility for extraordinary talent of all backgrounds, including women, men, and LGBTQIA2+ communities. At LNC, it's a lifestyle, so we believe in giving the power back to where it belongs—the models.

With this mindset, we will create fifty plus chapters of forty models in 50 US cities and multiple global supercities over the next two years.

2. POSITION OVERVIEW

This is not a standard 9-to-5 desk job. You will operate as the shadow, creative partner, and strategic logistics manager to the Operations Director. This role is deeply embedded in day-to-day VIP fashion, entertainment, and music event management, business operations, and experiential event production.

This position requires 100% travel for the first 12 months, combined with structural relocation milestones. Because you will be working directly alongside the Operations Director, you must be based out of the same regional hubs as the collective scales.

- **Location:** 100% Travel (Based out of Phoenix, AZ for Year 1, relocating to Atlanta, GA within Year 2) with a potential relocation stipend of a TBD amount.
- **Compensation: \$3,000/month baseline starting salary** during the probationary period. Upon successful completion of the **90-day review**, baseline monthly compensation will increase. With baseline growth, performance bonuses, and fully paid health benefits, total compensation ranges from **\$50,000 to \$75,000 annually**.
- **Benefits: Fully Paid Health Benefits (Medical, Dental, Vision) are included at baseline starting Day 1.** One (1) week of annual paid vacation is unlocked following the successful completion of the probationary period.
- **Employment Type:** Full-Time Employee (subject to a 90-day probationary review period)

3. KEY RESPONSIBILITIES

- **VIP Event Planning & Management:** Assist in coordinating high-profile events, fashion shows, castings, and VIP guest lists. Manage on-site event logistics and troubleshoot issues in real-time under pressure.
- **Travel & Logistics Coordination:** Manage complex, rapidly changing travel itineraries, flight bookings, accommodation, and ground transportation for the Director and key talent.
- **Content Creation & Social Media Management:** Use Canva to design high-quality flyers, aesthetic Instagram grid posts, reels, and sleek pitch decks. Manage and update the collective's social media presence across Instagram, Threads, and Facebook.
- **Administrative Operations:** Maintain, edit, and organize critical business assets utilizing Google Workspace (Docs, Sheets, and Slides) with absolute precision.
- **Operational Shadowing & Gatekeeping:** Accompany the Director to all business meetings, sets, and corporate events. Serve as the primary filter for communication between the Director, models, clients, and external vendors.

4. REQUIRED QUALIFICATIONS & EXPERIENCE

- **Travel Requirement:** Must be comfortable with 100% travel away from home without distractions for one year minimum
- **Relocation Flexibility:** Must be willing to immediately relocate to Phoenix, AZ for the first year, and permanently relocate to Atlanta, GA within the next two years.
- **Work Authorization:** Must be legally authorized to work in the United States. **LNC Modelz does not provide visa sponsorship** for this position.
- **Background Check:** Highly sensitive role requiring absolute discretion; **the final candidate will be subject to a comprehensive background check** prior to employment.
- **Industry Background:** Proven experience working within the fashion, modeling, entertainment, or event industries. You understand the etiquette, pace, and expectations of these spaces.

- **Event Expertise:** Direct experience in VIP event planning and luxury hospitality/management.
- **Technical & Design Skills:**
 - Proficient in Google Workspace (Sheets, Docs, Slides) with an eye for clean data organization.
 - Intermediate to advanced skills in Canva (video editing for reels, layout design for grids/presentations).
 - Active experience managing professional or brand accounts on Instagram, Threads, and Facebook.
 - Experience using Microsoft PowerBI or Tableau for data visualisation and analysis
- **Ultimate Adaptability & Stamina:** Ability to maintain high energy, professional focus, and an upbeat, positive attitude during 100% travel and irregular hours.
- **Meticulous Attention to Detail:** An organized mindset that catches small scheduling or design errors before they impact the business.

5. WHAT WE OFFER

- **Rapid Career Growth:** Learn the blueprint of a fast-growing, revolutionary model collective from the inside out as the foundational supporting hire.
- **Full Immersive Travel:** All business travel accommodation, flights, and expenses are 100% covered.
- **Comprehensive Benefits:** Paid health benefits starting Day 1 and paid time off after successful completion of the probationary period.
- **Performance Incentives:** Bonuses directly tied to operational milestones, successful event execution, and company growth.

6. APPLICATION PROCESS

Interested candidates should submit a resume, cover letter, and relevant work samples to katmagick@lmcmodelz.com with the subject line “Director’s Assistant Application,” directed to Katerina Lescouflair, Operations Director of LNC Modelz. Due to application volume, only shortlisted candidates will be contacted.