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# Studio manager

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## Overview

### Salary

Around £23K

If you can convince us that you'd bring more value to the role then we'd be happy to listen. If you don't think you're quite at that level but want to grow, let us know.

### Flexible working

We have a full-time role in mind but we are open to discussions about flexible working patterns or other options.

### Location

Our studio is based in Greenwich, London.

We are a team (not just a collective of freelancers). Some work fully or partly remotely (in the UK and around the globe).

We are finding our way out of the pandemic. Currently, most people are partly working in the studio. Long term we expect to return to the collective culture and benefits of working full-time from our studio.

### How to apply

Email [michael@cogdesign.com](mailto:michael@cogdesign.com)

Let us know why you'd be the ideal fit us. Include evidence of why your experience, interest and skills align with our needs.

### Timings

Closing date for applications:  
25th October 2021

We've got work to get on with straight away. But we'd much rather wait for the right person than rush to employ a compromise candidate.

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## The role

We are looking for someone who loves methodical order and enjoys implementing the systems to make it happen.

This is a hands-on, full-time role for someone who wants to get stuck-in to helping to run one of the UK's most successful creative sector design agencies.

You'll be a vital part of our team, providing and maintaining a structure and environment for our team to thrive in.

This is a busy multi-faceted role with many daily, weekly and monthly tasks alongside the need to take on wider projects and to deal with problems and opportunities as they arise.

You'll need to juggle many tasks whilst maintaining a cheerful and helpful approach to clients, colleagues and suppliers.

You'll be in charge of our admin, from the day-to-day bookkeeping to arranging our monthly cultural outings.

This is a job that you can make your own and a fantastic opportunity to learn and develop. We are looking for someone to exceed our expectations and challenge our preconceptions.

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## Responsibilities

- Maintaining our working environment or finding the right suppliers to do so
- Overseeing health and safety duties, including Covid-19 health and safety and fire safety provision

- Providing confident IT support to our team and maintaining our computer network
- Scrupulous day to day bookkeeping, invoicing and record keeping, liaising with our Director to ensure that bills are paid on time and that we charge promptly for our work
- Acting as the first point of contact for our clients by answering the phone and greeting guests
- Organising our fortnightly breakfast briefings with external speakers
- Liaising with suppliers and nurturing relationships to ensure we get the best value (not just the cheapest)
- Managing our administrative systems while always looking out for ways to improve them
- Organising activities including our monthly cultural outings, Xmas meal and annual team discussion day
- Championing equity, diversity, inclusion and belonging at Cog
- Always seeking new ways to make our work and our business practices more environmentally sustainable

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## Qualities

We're looking for someone who can show us they'd be a great addition to our team. That probably means they can demonstrate the following:

- Highly organised with a meticulous eye for detail

- Ability to effectively manage many concurrent projects
- A problem solver, calm under pressure
- Excellent written and verbal communication
- Numerate with experience in handling bookkeeping and purchasing
- Comfortable following existing (written) instructions when needed, and using your own initiative when appropriate
- An understanding of when to escalate and when to use initiative
- Self-starter with a desire to constantly improve and develop
- Positive attitude and energetic approach to working in a team
- Interest in the work of Cog Design and our clients

Additionally some of the following qualities would be useful:

- Experience of working in a creative office/studio environment
- Experience of working with creative and technically minded people
- A knowledge and experience of working in the arts, cultural and heritage sectors
- Knowledge and experience of using Harvest (project management and time-tracking), Xero (accounts), Google Apps for Business and Adobe Creative Cloud
- IT knowledge and ability to troubleshoot problems

# About Cog

## What's it like at Cog?

We do our best projects with people who are genuinely excited about their work so we choose only to work with those people. For us that means working exclusively in the world of arts and culture.

Using WordPress as our main CMS, we design and build unique websites that help arts organisations inspire their audiences.

Formed in 1991, we are probably the UK's most experienced agency working in the sector. We aren't limited by technology or visual style, we work in the most appropriate way to convey our clients' messages to their audiences.

We speak in plain English because we are confident enough not to need to hide behind jargon or acronyms.

Our studio, right next to Greenwich station, has all the things you might expect (including a pool table, a well-appointed kitchen and a cupboard full of fancy teas) and some things you might not (such as an indoor garden and fishpond).

We have a firm ethical policy that mean we won't promote alcohol, tobacco, gambling or the arms trade.

And we have an extensive sustainability policy which, amongst other things, means we use 100% renewable (non-nuclear) electricity for our studio and servers, and we won't fly to meetings.



## Culture obsessives

We firmly believe in the power of culture to transform lives.

Once a month we fund a team outing to a show, exhibition or event; we think it's important to experience the type culture we promote. We call them **Cog Nights**.

We take it turns to write a review for our journal. We publish that, alongside other reviews, snippets and recommendations in our ever popular **Cultural Calendar**. And we commission an illustration from an emerging talent to capture the event.

Hosted fortnightly, for our **Breakfast Briefings** we invite high-profile guests to share ideas, instigate change and make connections with our team, clients and friends.

For a faster stream of consciousness, follow us on Twitter and Instagram @cog\_design.

Or peak at life in our studio via our daily visual diary – **Everyday Cog**: [cogdesign.com/journal/category/everyday-cog/](http://cogdesign.com/journal/category/everyday-cog/)

We donate time and expertise to lobby for public arts funding and recognition in education. We provide designs for campaigns and we're the in-house designer for the National Campaign for the Arts.

And we put our money where our mouth is, through support for Arts Emergency, the Black Theatre Ticket Project and Blueprint for All (formerly the Stephen Lawrence Charitable Trust).

## Cog Cultural Calendar at home



Once again, we've devoted our monthly Cultural Calendar to sharing our top tips for staying in and experiencing culture in isolation.

We're still finding ways to keep busy, stay positive and be inspired by culture online.

If you know others who'd like this email, do encourage them to [sign up](#). #StayAtHome

## Top team tips...

Some top-tips and recommendations from the Cog team.

### Tales From The Loop

*Tales from the Loop* is a TV show, based on Simon Stålenhag's art book and tabletop role-playing game. Set in an alternate-history 1970s America, it's a calm and quiet take on sci-fi, exploring a half-world between fiction and reality.

Claire's been immersed in the stunning scenes. You can stream the entire series on [Amazon Prime](#).



### Heavyweight

*Heavyweight* podcast recounts pivotal moments in people's lives, held together by the hilarious, inquisitive host Jonathan Goldstein.

Alex finds comfort in the check-ins. No statistics or loud headlines, simply people responding to the world and sharing their experiences of living in it.

[Find out more](#), or listen on your podcast app of choice.



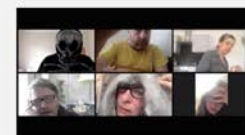
### End Meeting For All

A three part show using Zoom as its stage.

Michael watched episode one and has no idea if it's any good or if it's about anything.

But, as with all of Forced Entertainment's work, he's fascinated and can't wait until the next episode.

[Watch on YouTube now](#) and successive Tuesdays.



### Sit Down AJ Dance Parties

Pineapple Studios' AJ is doing daily dance parties.

No tricky choreography, this is more like dancing around your bedroom with your friends to blaring 90s music. [See how no version of them: and she should take](#)



