

Job description: Studio manager

Overview

We are looking for someone who enjoys working in and with our team, creating and managing the environment where we all thrive.

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

This is a busy multi-faceted role with many regular 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.

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.

We can imagine the role stretching in all sorts of directions, to suit your interests and skills. Or it might suit someone who just loves the day-to-day admin of a studio.

Headline details

Salary: around £30K

We're genuinely open to a discussion if you feel you are worth more, or if you feel you'd need to work up to this level.

Leave

33 days (including Xmas and bank holidays) increasing after you've been here two years.

Plus the option to buy or sell up to five days each calendar year.

Hybrid working

Studio-based on Mon – Wed (and Thu/Fri if you'd like or if needed) plus some client meetings.

Flexible hours

Flexibility around core hours: 10am – 4pm to allow for school runs and relaxed evenings.

Additional things that mark us out:

- We have a proven record meeting the highest standards of social and environmental impact
- You'll always be treated with respect and empathy. You'll work with your manager to keep learning in ways that suit you
- Funded monthly cultural outing with the team – in person (sometimes remote)
- Monthly breakfast briefings with leading figures from the sector
- Regular training sessions delivered by team members and guests
- Membership of the Arts Marketing Association with access to online resources
- Annual team discussion days – where we celebrate the past and play an active part in planning your future
- Occasional team dinners
- Recruitment referral bonus
- Cycle to work scheme
- Travelcard loans (interest free)
- Free tickets and opportunities to attend shows and client events
- A well stocked kitchen with cupboards full of fancy teas, coffee and biscuits
- The world's best portfolio of the nicest arts clients

How to apply: write (don't send a CV)

We want to know about you not where you lived or went to school.

Write to us about why you'd be the ideal fit for our team – a page of A4 should be enough.

Include examples of why you will be the perfect fit and why you'd be interested in working here.

Apply by: 11am, Monday 16th February

Note: we will be assessing applications as they come in.

Email opportunity@cogdesign.com

We've got work to get on with straight away. But we'll wait for the right person.

Initial interviews will be online. We will ask for your CV then, and may conduct second round interviews in person at our studio.



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Main areas of work

Maintaining our studio

You'll be in charge of maintaining our working environment or finding the right suppliers to do so.

You'll be involved or in charge of everything from feeding the fish to backing-up the server and providing IT troubleshooting.

You'll oversee our fire alarm system and be our first aid contact; and you'll keep our kitchen cupboards stocked with tea and biscuits.

You'll always be seeking new ways to make our work and our studio more environmentally sustainable.

Bookkeeping/invoicing

You will need to be scrupulous in all areas of bookkeeping and invoicing, liaising with our Director to ensure that we keep accurate records, pay all invoices within a week of receiving them, and charge fairly and promptly for all our work.

Managing systems

As a busy studio, it's important that we have efficient and effective procedures and systems in place. It will be your job to follow, champion, maintain and constantly improve upon those systems, and document those improvements.

People focused

This is a people focused role.

We're a team, we work hard, we're passionate about what we do and we are honest and fair in the way we do it; we want to work with people who share these values.

You'll be involved in lots of areas of people management, from organising our monthly cultural outings to helping us remember to celebrate milestones and birthdays.

You'll be organising activities including our monthly cultural outings, Xmas meal and annual team discussion days.

Liaising with clients

Excellent client relationships are vital to our success. You'll be in the front-line, answering the phone, greeting guests, contacting clients, sending out welcome packs, and setting-up meetings etc.

Liaising with suppliers

We work hard to make sure we get the best value from all of our suppliers (not just the cheapest). It will be your job to negotiate prices, nurture relationships and manage specific tasks.

Championing our values

Like everyone in the Cog team, you'll be an advocate for our values, especially around Sustainability, Equity, Diversity, Inclusion and Belonging.

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:

- Organised with a meticulous eye for detail
- Ability to manage concurrent projects
- Excellent written and verbal communication
- Numerate with experience in 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
- Positive attitude and energetic approach to working in a team. A self-starter with a desire to constantly improve and develop
- Interest in the work of Cog and our clients

Additionally some of the following qualities would be useful:

- Experience of working in a creative office/studio environment
- 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

