

Job Description: Studio Assistant

Salary: £27-33k, dependant on experience

Role Purpose

The Studio Assistant provides reliable, structured operational and communications support across the practice. The role ensures that studio systems, administrative processes and communications channels run smoothly and consistently.

This is a full-time, office-based role (5 days per week) and forms the operational centre of the studio. The Studio Assistant reports to the Operations Director and supports the wider team.

Reports to: Operations Director

Key Responsibilities

1. Studio Operations & Administration

- Manage day-to-day office coordination and front-of-house presence including welcoming visitors and handling phone enquiries.
- Coordinate meeting logistics, studio scheduling and shared calendar management.
- Maintain BrightHR records, onboarding documentation and employee files.
- Coordinate recruitment logistics and induction processes.
- Oversee office supplies, facilities coordination and supplier relationships.
- Manage and control shared licenses: **Autodesk, Adobe, Sketchup.**
- Support Health & Safety administration and maintain compliance records.
- Support ISO audit preparation and maintain associated documentation and records.
- Maintain CPD records and training logs.
- Support document control systems (including Atvero templates, server filing and intranet updates).
- Maintain software licence records and general compliance tracking.
- Log and track PPE and coordinate travel bookings for site visits.
- Ensure receipts are uploaded to Xero via Hubdoc.

Success looks like: organised systems, clear documentation, well-stocked supplies and well-maintained facilities.

2. Communications Execution

- Schedule and publish social media content (Instagram, LinkedIn) in line with strategy set by Operations Director.
- Maintain and update website content.
- Coordinate newsletter production and CRM distribution.
- Support photography coordination and project communications.
- Assist with award submissions and marketing collateral formatting.
- Assist with event preparation including booking travel, presentation preparation and technical support.
- Maintain marketing calendars and content trackers.

Success looks like: consistent output, accurate information, strong presentation, not reactive posting.

3. Support to Operations Director and Studio Team

- Provide administrative support across governance, compliance and reporting processes.
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- Maintain trackers and dashboards as directed.
- Support data gathering and document preparation.
- Act as first point of contact for day-to-day operational queries.
- Coordinate weekly office presentations, confirm scheduling at the Monday resourcing meeting and organise associated materials and logistics.
- Arrange studio events, trips and celebrations.

Success looks like: well-organised events, strong participation and positive feedback from the team.

Skills & Attributes

We are looking for someone who is:

- Highly organised and detail-oriented
- Systems-minded and structured
- Calm under pressure
- Comfortable working in-office five days per week
- Confident managing multiple deadlines
- Digitally competent (Microsoft 365, CRM, social scheduling tools)
- Interested in developing within studio management over time