

P E A K E

We Are Hiring – Studio Manager

Studio Peake is a leading London-based interior design studio working on exciting projects all over the world. We specialise in creating innovated and highly tailored interiors on private residential and boutique commercial projects. We also have a small collection of products made in collaboration with exceptional artisans and makers.

We are looking for a highly organised and dependable Studio Manager, who can bring operational and administrative expertise, as well as exceptional client service, to the business as we continue to grow.

**The Role**

This is an exciting opportunity to join a young and dynamic creative design business, working very closely with its founder Sarah Peake to help shape the operating model for the future. The role is wide-ranging and will involve working with all aspects of the studio focusing on operational and administrative excellence. It will also encompass the day to day running of The Workshop at Studio Peake.

The role will suit a candidate who is driven and ambitious, with an interest and passion for the creative industries, and who is committed to helping the business build stronger administrative and operational foundations for growth. The successful candidate will have a proven track record of delivering administrative and operational improvements for creative or product businesses and experience of working within a high-end service industry.

The successful candidate will also be highly focused, methodical and capable of working well under pressure. The role requires a quick learner with initiative and desire to continually seek opportunities for improvement in all administrative and operational elements of the business. Working within a team of highly talented creatives, the studio manager role will require strong interpersonal skills with high emotional intelligence and an ability to work collaboratively and with empathy.

PEAKE

Essential for the Role

- Kind, calm, polite and a problem-solver.
- The confidence to work independently, to show initiative and get involved.
- A natural flair for handling multiple projects.
- Exceptional written and verbal communication.
- A team-player with strong interpersonal skills, a collaborative approach and high emotional intelligence
- A proven track record of working in the creative industries delivering operational excellence and an understanding of working in a high-end service industry.
- Outlook and Excel essential, experience of Squarespace is useful (although training will be provided).

Key Responsibilities

Front of House

- Ensuring the studio is clean, tidy and presentable at all times.
- Greeting clients and other visitors, making sure they feel at home as soon as they walk through the door.
- Welcoming potential Workshop clients to the studio to view the products.
- Fielding press and PR enquiries, overseeing the image and press library and working closely with Sarah to ensure enquiries are answered and events diarised.
- Working closely with Sarah and the senior design team on new client enquiries and putting together the fee proposal documentation.
- Ensuring client engagement letters are signed and filed.

The Studio

- Managing the new studio in all practical aspects, ensuring that it reflects the values, warmth and excellence of Studio Peake for all employees and visitors.
- Setting up snacks and drinks for team gatherings.
- Point of contact for all landlord related correspondence.
- General admin including post, answering the phone, setting up for supplier meetings.
- Handling office orders, ensuring the stationary, cleaning cupboard and kitchen are well stocked.

Operations

- Executive support for Sarah including management of Sarah's diary.
- Studio diary management.
- Oversee staff and HR including tracking holiday forms and absences, advertising, interview process, inductions for new starters, ensuring staff contracts are filed correctly.
- Insurances, health & safety and fire regulations.
- Managing the IT set up, staff computers and shared drive in liaison with our external IT support consultant.

The Workshop By Studio Peake

- Sole responsibility for the day-to-day running of the Workshop collection.
- Handling enquiries and quotations.
- Overseeing production, working with suppliers, managing quality control, packing and shipments.
- Updating the website occasionally.

Salary: Based on experience

Location: London

Start Date: to be discussed.

This is a full-time position working in our studio in Hammersmith.

All candidates should be eligible to work in the UK.

To apply please send C.V to: info@studiopeake.com