



ST. JAMES' PARK FLAGSHIP
34a Queen Anne's Gate,
London, SW1H 9AB

KENSINGTON GALLERY
8 Holland Street
London, W8 4LT

BATH GALLERY & TOWNHOUSE
23 Brock Street
Bath, BA1 2LW

DESIGN STUDIO
34a Queen Anne's Gate
London, SW1H 9AB

The Roles

Job Title: Interior Designer

Location: 8 Holland Street Design Studio, St James's Park, London

Employment Type: Full-time

Job Title: Personal Assistant & Office Manager

Location: 8 Holland Street Flagship Gallery, St James's Park, London

Employment Type: Full-time

About 8 Holland Street

Founded by Tobias Vernon, 8 Holland Street is a gallery and interior design studio, celebrated for its unique curation of Twentieth Century and Contemporary art, furniture and interior design projects. With a strong emphasis on dynamic visual display and creativity, the gallery has locations in St James's Park, Kensington and Bath. A busy exhibition schedule takes place across the three gallery locations throughout the year.

The dedicated Interior Design Studio works on interior projects throughout the UK and abroad. The small team has been working hard in the background since 8 Holland Street's conception and will formally launch in summer 2025. The Studio works on residential and commercial projects for a host of exciting clients.

Interior Designer

The Role

This is a unique opportunity to join a young and growing interior design studio. We are seeking a dynamic **Interior Designer** with 5 years' experience to contribute to exciting residential and commercial projects in the UK and abroad. Working alongside our design director, founder and the design team, you will be involved with projects from concept to completion, embracing and implementing the 8 Holland Street aesthetic. A refined eye, acute attention to detail and the ability to hit the ground running are a must. Current projects include multiple show apartments and creative direction for the redevelopment of Folkestone Seafont, an arts and crafts hunting lodge in the Cotswolds, a former artist studio in Kensington being reimaged as a family home, and several long-term clients with ongoing projects in London, across the UK and overseas.

Key Responsibilities

- Production of drawings packs - including layout plans, elevations, bespoke joinery & furniture and lighting & electrical layouts.
- Developing and maintaining relationships with suppliers, contractors and craftspeople.
- Contributing to the research library including images and products, drawing models and supplier lists.
- FF&E research and specifying.
- FF&E schemes and producing mood boards for presentations.
- Budgeting.
- Producing and maintaining project schedules and documentation necessary to implement designs.
- Attending site, client and project meetings, with both with the team, as well as independently, recording and implementing relevant actions and decisions.
- Procurement including obtaining pricing, ordering, tracking and liaising with suppliers.
- Production of client quotes and invoicing.
- Project installations including organising deliveries and leasing with the wider team.
- Maintain an exacting handle on ongoing project statuses: timeline, actions and decisions.



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Experience & Skills

- Minimum 5 years industry experience.
- Relevant Interior Design qualifications.
- Excellent communication, organisation and time management skills.
- Aptitude to work at a fast pace, both independently, and as part of a team, managing and multi-tasking a busy workload and managing priorities.
- A reliable and vivacious team-player who is committed to contributing to the growth of the company.
- Excellent attention to detail and self-critiquing.
- Excellent supplier knowledge.
- High level of proficiency and confidence in Vectorworks & Creative Suite: Indesign and Photoshop.
- Experience in Sketchup.
- Confidence with a Mac based studio and with Google Docs and Excel.
- Confidence with reading, commenting on and draughting technical plans, elevations, sections and drawing details, as well as designing fitted joinery and furniture.
- Experience working on all aspects of a project from conception through to installation / completion, with a strong awareness of the importance of meeting deadlines and programs.
- Confidence in hosting client meetings and site visits.
- Maintain an exacting handle on ongoing project statuses: timeline, actions and decisions.

What We Offer

- A dynamic and creative work environment.
- The opportunity to be involved in high-profile projects.
- 28 days holiday (inc. public holidays).
- Daily lunch in our team canteen, if desired.
- Staff discount on 'family bands' (8 Holland Street, &Tradition, NINE)
- A wonderful team with regular team events.
- Beautiful workplace environment in St James's Park.
- A competitive salary, based on experience.

This is a long-term role, perfect for growing your career in a collaborative interior design studio. The role is London-based, but willingness to travel to projects and our other gallery locations is vital. If you're a highly organised, fast-working and design-savvy individual with a passion for the interiors world, we'd love to hear from you.

To apply, please send your CV, a short cover letter, and portfolio to team@8hollandstreet.com

Personal Assistant & Office Manager

The Role

We are seeking a highly organised, proactive, and resourceful **Personal Assistant & Office Manager** to support our Founder, and the wider team, and ensure the smooth running of our galleries and design studio. This is a varied role that combines administrative excellence with a passion for design, offering the opportunity to work closely with a dynamic and creative team.

Key Responsibilities

Personal Assistant to the Founder / Creative Director

- Provide day-to-day administrative and diary management support, scheduling meetings, appointments, and logistics.
- Act as the first point of contact, handling correspondence and liaising with clients, partners, and suppliers.



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- Assist with personal errands and tasks.
- Support on special projects and client presentations.
- Manage a busy to-do list and calendar.

Stock Acquisition & Logistics

- Manage the purchase of new stock, from galleries, dealers, and auctions.
- Oversee auction bidding, including tracking potential purchases, liaising with auction houses, and handling bidding processes.
- Coordinate shipping, logistics, and customs for both domestic and international acquisitions.
- Track inventory and ensure proper documentation for all new stock.

Office & Gallery Management

- Assist with the daily operations of the galleries and design studio, ensuring a well-organised and efficient workspace.
- Schedule company-wide and team meetings, manage reports and internal communication.
- Manage company-wide and team to-do lists.
- Manage company manuals and guidelines.
- Manage and consolidate IT subscriptions, shared drive folders, calendars, ensuring everything is efficiently organised and easily accessible.
- Maintain office supplies, manage supplier relationships, and handle general administrative duties.
- Assist in financial administration, including expense management.

What We're Looking For

- Experience in a similar role within the creative, gallery or design sectors.
- Excellent organisational skills with acute attention to detail and the ability to multitask.
- A proactive, problem-solving mindset with the ability to work independently.
- Excellent written and verbal communication skills.
- A keen interest in design, interiors, and the arts.
- Excellent IT skills (Google Drive, Sheets, Numbers, Microsoft Office especially Excel), and proficiency with design software (e.g., Adobe Suite) is a plus.
- An approachable and personable new team-member who enjoys working to tight deadlines and is not flustered by the day-to-day pressures of a growing business.

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