

Job description:

Studio Manager

Reports to: The Board

Based at: Levitt Bernstein, Thane Studios, 2-4 Thane Villas, London, N7 7PA

Purpose: Wide ranging role, working with the Directors and senior management team to ensure the smooth and effective management of the Practice to include the London and Manchester studios.

Facilities

- Oversee management of front of house and reception
- Manage maintenance contracts for all services, ensuring planned maintenance is carried out as required
- Oversee utilities contracts
- Maintain fire and security contracts and procedures
- Assist with health and safety in the London and Manchester studios including overseeing of the first aid boxes
- Organise internal moves and relocations
- Manage the Studio Assistant in London and Studio Administrator in Manchester
- Manage suppliers (e.g. stationery, coffee, recycling, cleaners etc.)
- Ensure premises defects are dealt with promptly
- Oversee studio recycling
- Oversee the facilities induction process
- Prepare and manage all facilities requirements for the audits
- Prepare and manage facilities budget.

Practice

Management of the Practice, to include:

- Manage the Creative Support team and their workload
- Organise, manage and report at the weekly staff forum
- Coordination of Business Continuity Plan
- Assist with quality management systems, audits and procedures
- Management of the company car fleet
- Proofread, format and issue documents
- Update company contact database
- Support to Directors and Senior Management team
- Organise internal and external meetings
- Organise, support and minute weekly Director meetings and quarterly Executive Board meetings
- Organise, support and minute Senior Management meetings
- Organise monthly financial reviews.

Skills

- Strong communication skills
- Experience of managing a small team
- Experience of overseeing facility responsibilities
- Good knowledge of Microsoft Office
- Interest in and knowledge of the architecture sector and culture.

Personal attributes

- Organised and able to multi-task and prioritise effectively to meet deadlines
- Excellent spoken and written English with good spelling and grammar
- An eye for detail and accuracy
- Ability to produce clear, relevant information
- Ability to work discretely and confidentially
- Confident and self-motivated
- Value-led and aware of social, ethical and workplace responsibilities.