

Studio Manager / Brand Ambassador - Full or Part Time

Job Description

Operations

- Administer and develop systems for smooth daily operations
- Co-ordinate IT Consultants, new hardware purchases, updates, upgrades & maintenance
- Co-ordinate physical office – stock supplies, update sample room, co-ordinate cleaning staff, maintain office equipment, maintain and enhance brand experience for team & guests

Marketing

- Develop and manage marketing plan
- Liaise with PR Consultants
- Co-ordinate photoshoots – staging items
- Compile Project Fact Sheets
- Co-ordinate Instagram account – publishing calendar & schedule, draft posts, organize tags
- Manage Website – project updates, press updates

Skills Required

- Bachelor or Masters Degree
- Minimum 8 years work experience
- Software proficiency: MS Office, Photoshop, Lightroom, InDesign, database programs
- Driver's license and access to car (car share membership, etc.) **(Mandatory)**
- Experience working with clients who are at the top of their game
- Strong management and customer service skills in a luxury sector

We Are (and we hope you are too...)

- Highly personal in our approach to creating inviting spaces for our clients
- Impeccably attentive to details
- Organized and able to manage several projects simultaneously
- Articulate communicators – spoken, written & visual
- Proactive, entrepreneurial, and solution oriented
- Comfortable working independently and collaboratively
- Curious – about design and people, and how they impact each other
- Excited about working in a progressive, globally minded design practice
- Quietly confident, showing deep respect for the trust our clients place in our work

Please email CV & Portfolios including a drawing package (under 10 mb please) to chad@falkenreynolds.com with "Studio Co-Ordinator - Your Name" in the subject line. Due to the number of applications we receive only those selected for an interview will be contacted. Thank you for your interest in Falken Reynolds.