

## Job description:

### Studio Assistant

**Reports to:** Studio Manager

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

**Hours:** Monday to Friday, 8.30am to 5.30pm

**Purpose:** To assist with the smooth running of the London studio.

#### Key responsibilities

##### Front of house

- Assist the Studio Coordinator in ensuring that front of house and all shared areas of the studio are clean and tidy
- Reception duties including answering telephones, directing calls and managing the reception inbox
- Management of the daily staff register including absence records
- Welcoming and hosting visitors to the studio
- Manage and distribute all post and deliveries
- Book couriers as requested
- Book all staff travel and hotels as requested
- Set up and clear meeting rooms as requested
- Management of the magazine library
- Assist with the organisation of staff and practice events
- Ad hoc tasks as required.

##### Facilities

- Support the Studio Coordinator in keeping the kitchens tidy and maintain kitchen supplies
- Support the Studio Coordinator in maintaining stationery supplies, replenishing printer paper and keeping a tidy stationery room
- Support the Studio Coordinator with branded stationery orders
- Water studio plants
- Support the Studio Coordinator with weekly fire alarm tests
- Physical lifting and climbing of step ladders as required
- General support to the Studio Coordinator as required.

##### Studio support

- Uploading contacts onto the studio contacts database
- Support the Project Assistants with coordinating archive retrieval and returns
- Ad hoc support as required.

##### Skills

- Strong communication skills
- Proactive and methodical
- Organised and able to multi-task and prioritise effectively to meet deadlines
- An eye for details and accuracy.

**Personal attributes**

- An interest in the architecture and cultural sectors
- Personable and approachable
- Willing to get hands dirty.