

Job description:

Studio Manager

Reports to: Chairman

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

Purpose: To ensure the smooth and effective management of our London and Manchester studios. This is a part time, studio-based role, overseeing facilities and the front of house team.

Facilities

- Oversee management of front of house and reception
- Manage maintenance contracts for all services, ensuring planned maintenance and ad hoc repairs are carried out as required
- Oversee utilities contracts
- Maintain fire and security contracts and procedures including fire alarm test, drills, fire wardens and security access, CCTV
- Assist with health and safety in the London and Manchester studios including overseeing first aiders and first aid box supplies
- Review general risk and fire risk assessments for London and Manchester with H&S Director and Associate
- Coordinate with IT support and organise internal moves and relocations
- Manage the Studio Assistant and Receptionist in London and Studio Administrator in Manchester
- Manage suppliers (e.g., cleaners, stationery, coffee, recycling etc.)
- Manage the yard and indoor plant maintenance
- Ensure premises defects are dealt with promptly
- Oversee studio recycling
- Oversee the facilities and H&S in the workplace induction process
- Coordinate with HR manager to conduct workstation assessments
- Prepare and manage facilities budget
- Assist Technical Coordinator with PPE supplies.

Practice

Management of the Practice, to include:

- Organise, manage and report at the weekly staff forum
- Report to Directors and Senior Management on a quarterly basis (as and when required)
- Support project teams, Comms, and the SWAG and wellbeing groups with annual events, talks and internal client meetings.
- Coordination of Business Continuity Plan
- Work alongside Technical Coordinator to prepare the facility, H&S and environmental input and documentation required for quality management systems, ISO 9001 and 14001 audits and procedures.
- Assist with quality management systems, audits and procedures
- Proofread, format and issue documents
- Other adhoc duties, as may be reasonably required.

Skills

- Strong communication skills
- Experience of managing a small team
- Experience of overseeing facility responsibilities
- Experience of H&S in the workplace
- Good knowledge of Microsoft Office
- Knowledge of ISO 9001 and 14001 certification
- Knowledge of InDesign
- 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 with a professional approach
- Value-led and aware of social, ethical and workplace responsibilities.