



Studio Manager

Location: Somerset House
Reporting to: Directors Oscar and Matt

Summary

We are an award winning, London based product design consultancy and are looking for a talented Studio Manager to join our team as we grow.

As a Studio Manager, you will support the team by helping manage the day-to-day operation of the business. You will work closely with the directors to plan, forecast and manage project resource, improve efficiency in the studio, communicate with clients and manage day-to-day operational / administrative tasks. You will need an exceptional eye for detail, very strong management and administrative skills, and a confident, personable approach.

We are primarily looking for part time applications (approx. 3 days pw) due to the size of our team. However we will also consider full time applications if you think you are particularly suited to the role. The ability to convert to a full time role at a later date is a bonus, as is a desire to take on further management responsibilities over time. Must be willing to work on-site at our studio in Central London.

Key Responsibilities

- Management of internal studio meetings
- Assisting with budgeting, expenses, invoicing, planning, forecasting and other finance-related tasks
- Management of studio resources (including digital resources like subscriptions) to ensure the design team can work efficiently
- General office management tasks
- 'Front of house' assistance (greeting clients, answering calls etc.)
- Planning studio resource and sourcing freelancers where necessary

Benefits Include

- Work in the historical and beautiful Somerset House, just a stone's throw from Covent Garden
- An additional day holiday for each year you are with us
- Annual charitable contributions on your behalf to your chosen cause
- Cycle to work scheme and on-site showers
- Up to 20% off at all Somerset House coffee shops / restaurants

Job Requirements and Applications Process Overleaf

Skills Profile

Essential

- A confident and personable attitude, with the ability to effectively communicate and inspire trust with clients, team members and members of the public
- Ability to plan, multi-task and work under pressure
- Extremely strong organisational skills
- Extremely strong time management skills
- Fluency with numbers including budgeting, reporting and analysis
- A team player with very strong interpersonal and communication skills
- Expert in the core Office suite (Word, Excel, Powerpoint)
- Natural fluency with IT and computer hardware / software
- A natural problem-solver with a can-do attitude
- Fluency in English and excellent written communication skills
- A natural eye for detail and presentation

Desirable

- Competence with core Adobe packages (Photoshop, Illustrator, InDesign)
- Competence with accounting packages (we use Quickbooks)

Qualifications / Experience

Essential

- At least 3 years of relevant experience in management / administration
- A strong interest in Industrial Design, Packaging and UX / UI

Desirable

- A relevant Bachelor's degree
- Direct management experience at a design consultancy (or an in-house design team)
- Experience of management within ISO certified businesses
- Experience with contract negotiation and the legal responsibilities of SME's

Other

- Must be eligible to work in the UK indefinitely (essential)
- Able to work at our Central London studio



About Tone

Tone are a London based product design agency. We help ambitious companies create innovative new ideas and transform them into successful products. An extensive experience in both the medical and consumer sectors has given us a unique blend of design rigour and creativity, resulting in thoroughly considered products that resonate in the marketplace. Tone's approach has resulted in award-winning products that can be found in various high street shops, hospitals, workplaces and more. We work with global brands, world-renowned research institutions, innovation-led SMEs and fast-moving start-ups.

You will be joining us at a very exciting time of growth for the company, which will come with plenty of opportunities to take on responsibility and work closely with some amazing clients on projects that make an impact. You will join a tight-knit and highly motivated team who aren't afraid to push ourselves and each-other to deliver the best possible results.

We care deeply about the work we do, our team and the relationships we build with our clients. If you think you might fit in, we'd love to hear from you.

Applications

The salary range for this role is £28-£35k per annum (pro-rata).

Please send your CV, salary expectations and a cover letter to:

studio+careers@tone.design

Please note that due to the size of our team, unfortunately we cannot reply to all applications.

We look forward to hearing from you.