

## Job description:

### Studio Manager

**Reports to:** Chairman

**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 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.)
- 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 all facilities requirements for the audits
- 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
- Coordination of Business Continuity Plan
- Assist with quality management systems, audits and procedures
- Proofread, format and issue documents
- Organise internal and external meetings
- Organise, support and minute Senior Management meetings
- 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 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.