



Apprenticeship Job Description

Job title:	Studio Admin Apprentice
Reports to:	Aimee Furnival
Salary:	£10452.00 per annum
Holiday:	22.4 days, inclusive of Bank Holidays
Contract:	4 days a week (30 hours a week), 12 Month Fixed Term Occasional overtime / weekend events with time-off-in-lieu or paid

Job Role

This post offers an exciting opportunity to join a small, dynamic team within a creative business. We are looking for someone who is hardworking, with good attention to detail and willing to learn a variety of skills and become a key player in the day to day running of small design studio.

As part of this position you will be required to undertake an Advanced Apprenticeship in Business Administration. The qualification will be delivered by Westminster Kingsway College who will allocate an assessor to assist with the gathering of evidence for your qualifications. You will be required to attend the college for Functional Skills and Portfolio sessions that will be discussed with your assessor once starting the role.

Professional Development

Supervision and support will be provided throughout the apprenticeship including an in depth induction, regular one-to-one sessions, weekly team meetings, and development reviews.

Main duties and responsibilities include:

Studio:

- Stock management, including stock takes
- Processing orders through accounting software and various online webshops
- Packing up and sending out websale and trade orders
- Maintaining stock of stationery and packaging supplies
- Emailing customers with information about their orders and shipping
- Updating various online webshops with product information and stock counts
- Studio management including keeping the studio clean and tidy
- Production, to include hand assembly and making of products
- Filing invoices and documents
- Occasional compiling of research and statistics in spreadsheets

General:

- Support during exhibitions, open studios and other events which can include:
Helping set up and take down displays, talking / meeting general public and clients,
- Occasional Adhoc duties should they be required such as running errands

Person Specification**Essential**

- Being enthusiastic to learn with a positive attitude and hands-on approach
- Strong communication skills (oral and written) and a keen attention to detail
- Excellent organisational skills and timekeeping
- Being reliable and a team player

Desirable

- Creative interests
- IT skills: Mac user, knowledge of Excel