



Apprenticeship Job Description

Job title:	Studio Apprentice
Reports to:	Lucy McGrath
Salary:	£10,452.00 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

Eligibility

To be eligible for this role you must be 16 – 24, a non-graduate or not currently in employment and a resident of Lewisham or Greenwich.

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 enthusiastic and hardworking, with good attention to detail. This position allows you to learn Paper Marbling, an endangered craft, whilst gaining valuable experience of how a small business operates.

As part of this role you will be required to undertake a Level 2 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.

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:

- Assisting Lucy with marbling – eventually learning how to create simple marbled papers
- Packing up and sending out orders
- Studio management including keeping the studio clean and tidy

- Running errands

General:

- Support during Workshops, Open Studios, and other retail events (must be comfortable moving equipment and handling money)
- Finishing books & other products, stock counts and organisation
- General administration duties, including sending emails, maintaining filing systems and running errands such as posting packages.
- Researching and updating contact lists
- Updating website
- Researching the market and potential retailers

Person Specification

Essential

- Being flexible with a positive, enthusiastic attitude and hands-on approach
- A strong desire to pursue a career in the creative sector
- Strong communication skills (oral and written)
- A keen attention to detail
- Good organisational skills and timekeeping