



Studio Assistant (£9.30 an hour, 30-37.5 hrs per week)

Cotton Clara is a fast growing modern craft business. We design and manufacture our own range of embroidery and craft kits and stock our online store with a carefully curated range of making supplies. We sell from our own website, through Not On The High Street, Etsy and we wholesale our own range of products to large and small retailers.

Our studio in Loughborough is where we make our product and which houses our offices and warehouse. Everything happens here from designing the products, through to making and assembling them and photographing them.

Our company values are:

- Inclusivity – We don't exclude anyone from taking part in craft or making by using complicated references or jargon. We make things simple, and perfect for beginners and those who want to spend an hour or two being creative. We make making accessible, and simple and unintimidating.
- Positivity – We understand the benefits to mental health of craft and making, we boost this with our positive messages. Our approach to business is to be open, lift others up and operate with kindness and positivity.
- Originality - We are always looking for fresh, authentic inspiration, never copying, always doing things differently, pushing the boundaries of what can be done. We produce original new products that surprise and delight our customers.
- Design Excellence – We don't cut corners with design. We know how much joy good design brings, and how good design is sustainable, ethical and beautiful.

Job Role

You'll work in our busy studio, helping to pack kits and get the post out of the door every day. It's a fast-paced environment and the speed with which you can pack kits, while retaining a high level of attention to detail will be crucial.

In addition to this you'll be undertaking tasks which support the Studio Supervisor. This could include putting the bins out, unpacking deliveries, packing boxes for our homeworkers to complete, washing up and making the tea!

You'll work well as part of a team and always be on the look out for ways we can improve our operations, identifying if you see something is running out or we could do something more efficiently.

You'll learn how to operate the laser cutters and sander and be using our online sales platforms to generate postage labels, so you'll be comfortable with different software packages and quick to learn.

Desired Traits

- Hard worker, able to get on with tasks at speed.
- Good IT skills Word, email, internet etc. (We'll teach you to use our specific programmes but a base level of IT skills are required)
- Attention to detail
- Team worker, as a small business, everyone has to get involved here and be willing to be flexible and adaptable to get the job done.
- Experience in a manufacturing/dispatch environment desirable.
- Positive, can do attitude.

The role is based in Loughborough in our town centre studio. There is currently no parking for staff but parking can be found in the surrounding area and we are close to the train station and town centre.