

IMOGEN OWEN

LETTERPRESS & MODERN CALLIGRAPHY STUDIO

STUDIO ASSISTANT

This is a freelance position with hours to be discussed. As the business is growing, I would hope to be able to increase hours, and develop the role into a more permanent position with the right candidate, but it would start on a freelance basis.

I am currently looking for help in the design studio, looking after the wholesale stationery business, but also helping out when needed with other areas including wedding clients.

JOB ROLE - STUDIO ASSISTANT /

HOURS - APPROX 21 - 28 HRS A WEEK

Hours are to be discussed, but ideally I am looking for someone to be in from around 9am - 5pm three - four days a week and hope to potentially grow the position to full time, there may be a little flexibility with the hours.

THE ROLE WILL INCLUDE...

Responding to and organising emails

Looking after wholesale and bespoke clients

Trade sales, looking after client relationships and looking for new business.

Liasing with our warehouse and suppliers and helping to organise production schedule.

Helping to manage inventory / stock levels and ordering.

Helping to organise the calligraphy workshops, and prepare equipment

Assisting with management of projects and scheduling

Fulfilling website orders and NOTHS sales

Working offsite at events and trade shows in the UK and overseas

Organising and preparing samples for clients.

Assisting in assembling wedding and bespoke stationery.

There will also be some PA duties involved in this role.

IDEAL CANDIDATE

I am looking for someone who ticks the following...

Passionate about design and stationery/homewares, we want you to share our passion and love what we do so an interest or awareness of modern calligraphy, typography and letterpress is important.

Extremely organised and able to work to deadlines - this is really important as you will be responsible for high profile clients and stockists and need to be able to manage this.

Confident and competent at using software programmes such as Adobe Creative Suite, and Excel and working with Macs. Any experience of Xero, Shopify, Squarespace would be useful.

High standard of written and spoken English and thorough researcher.

Good knowledge of current design trends, blogs and stores

Good understanding and competence at using social media Instagram / Pinterest / Facebook

Good telephone manner and excellent customer service

Enjoys being part of a small but friendly team working in a busy creative studio,

Not averse to swearing - you're not required to swear, but I do (to myself frequently), and some of the products are full of profanity so if you find this distasteful, it might not be the job for you!

Dog lover (our studio includes a very friendly dog, so if you are terrified of dogs or allergic then this may not be the job for you!)

An all round good egg! This is a small studio, we work closely so we really have to all get along and be genuinely decent folk, I need to be able to trust my team to be reliable and self motivated, as I'm not always in the studio, so you need to be able to use your initiative and get on if I'm away.

WORKING HERE ...

We're a growing business, so are looking for someone who wants to grow the business and become a key part of its success, make this role a permanent role, and help develop the business. The studio is small so you'll get lots of opportunities to learn new skills and be involved at different levels, so work can be quite varied. Although not a design role, for the right person there may be more creative opportunities. This is definitely not a corporate environment, it's a relaxed and friendly small business, and there is some flexibility around working hours. As it is a rural location, you do need your own transport. There is plenty of good coffee and nice tea and also homemade biscotti...*

**not guaranteed daily as we are a busy studio so I don't always have time to bake!*

Please send a CV and covering note. We'd also love to know about bit more about you so please let us know who / what inspires you - blogs / designers etc what's the general cool stuff that makes you tick?

Start date - To be discussed (I'm away at various trade shows), but potentially mid Feb.

Please also include hourly rate salary expectations.

Please send to Imogen Owen imogen@imogenowen.com