

Studio Manager, Kite Studios

Job opportunity

Do you have experience of leading a small team?

Are you committed to delivering excellent service?

Are you an excellent administrator with strong organisational skills?

Are you interested in working for a small organisation with a big heart and bold ambitions?



An exciting opportunity has become available to manage Kite Studios.

Kite Studios is a well established creative oasis just off the Askew Road in Shepherds Bush. We run art classes for children and adults, and manage office and studio spaces. We are also the parent company to Kite Inclusive CIC, which runs onsite and outreach creative activities for neurodiverse children and adults.

We are looking for a reliable, responsible, experienced person to manage Kite Studios. The ideal candidate is happy to pitch in and assist members of the Kite Studios team and other studio occupants whenever they can. The Studio Manager will report directly to the studio founder, and Artistic Director Auriol Herford who plans to be at the studios 1 day/week and will continue to oversee art class design and content.

This is a part time role, Monday–Friday, suggested 9am - 3pm (hours to be confirmed with some flexibility. Assumes 30 min lunch breaks)

Responsibilities are varied and include:

- Kite Studios Front of House
 - Kite Studios Reception (e.g. building access, telephone, visitors, deliveries)
 - Health and safety (e.g. daily COVID clean, overseeing fire alarm testing, incident log)
 - Promoting and safeguarding the welfare of children and young adults
 - First point of contact to resolve building issues (e.g. IT, maintenance)
 - General appearance (e.g. plant watering, cleaning/tidying common areas, tunnel)

- Kite Studios Art Class Administration
 - Managing class registrations and party bookings, and taking payments
 - Scheduling spaces, co-ordinating teachers and assistants
 - Processing DBS applications

- Overseeing Marketing classes, camps, parties and events
- Updating the website and social media
- Overseeing community outreach
- Ordering materials for classes and parties
- Keeping track of the pottery tech operation, to facilitate collection of artworks

Person specification

- Good multitasking skills. 'Can do' attitude. Able to prioritise and re-prioritise tasks.
- Organised and tidy
- Excellent in person and online communication skills
- Friendly and flexible. Sensitive and accommodating.
- Self-managing; confident operating and problem solving independently
- Helpful IT skills (we use macbooks):
 - Xero bookkeeping
 - Wordpress
 - Google docs

Room for growth

This role has potential to grow based on the experience and expertise of the applicant. Potential opportunities include:

- Teaching art classes
- Financial and corporate management
- Team building and leadership

Salary range: £16,000 to £20,000 to be agreed based on experience (£19,000 to £23,500 full time equivalent). This is a part time role, starting with a one year contract with a 4 month probation period. Not pensionable.

All Kite Studios staff are required to undergo an Enhanced DBS check.

Location: Kite Studios, 2B Bassein Park Road, London W12 9RY

Start Date: 1st October 2022 or as soon as possible thereafter

How to Apply

Please send your CV and a one page cover letter explaining why you are interested in applying for this role, how you fit the person specification, and your available start date to auriol@kitestudios.org. For an informal chat about the role, please email Auriol to arrange.

Interviews will be September 16th

Application Deadline: 9th September