

Studio Manager

Discipline:	Operations & Administration
Availability:	Start immediately
Position:	Full Time Employee
Location:	Sydney

The Position

We're looking for an experienced and self-motivated Studio Manager to focus on supporting the Associate Directors, facilitating the effective management of the business as well as the smooth running across the studios.

They must be self motivated and enthusiastic to learn and take on new challenges with a positive attitude.

Responsibilities

- Provide administration support to the Associate Directors
- Lead the administration and organisation of the Sydney Studio, and support the teams located in Melbourne and Brisbane
- Provide leadership, guidance and support to the Studio Administrator in Melbourne
- Maintain and distribute accurate minutes for internal meetings
- Ensure that the studio telephone is answered swiftly, communicating all phone messages to the relevant person, and ensure that the answer phone is switched on when the studio is unattended
- Ensure stationery and business cards are maintained within the Sydney studio
- Manage guests, visitors, lunches and functions within the Sydney studio
- Ensure that the Sydney studio space is kept clean and tidy, that the studio or homeworking spaces are effective, safe and productive working environments, and that it is a place that reflects Maynard as a brand, and a place we're proud to invite clients and partners to
- Ensure that all staff time sheets are completed by COB each Friday, ensuring all leave, such as holiday, sick, carer's and parental, is accurately tracked in the calendar and communicated to the bookkeeper each month
- Administration of IT, Telecoms, hardware and software services and supplies, as well as external IT support team, to maintain efficient operation and performance of each studio
- Manage travel and accommodation bookings for all Australian domestic and International travel, ensuring we are getting the best value and service at all times
- Support the bookkeeper with invoice management, staff expenses, receipts, and business banking cards
- Write and maintain Staff Position Descriptions and ensure these are communicated and updated

- Liaise with recruitment agencies, managing freelance contracts, reviewing CV's and portfolios for Associate Directors to review
- Conduct onboarding and offboarding
- Manage Performance Reviews; ensuring these are carried out periodically, and the relevant HR processes and training is followed through
- Facilitate the management of professional training and development
- Monitor and maintain the correct filing and management of the Maynard Server, Box, communicating correct protocols to all staff
- Maintain the CMAP contacts database, ensuring project details, tagging and user information is accurate and up-to-date
- Monitor and maintain tender portals and login details
- Assist in the setting up of new bids, projects and EOIs within CMAP, monitoring the timeline of these entries
- Assist with preparing fee proposals, Practice Profiles and Company Brochures (as required)
- Liaise with the Social Media and Digital Marketing Champions on maximising our company profile and voice
- Monitor and encourage the best health and wellness practices of Maynard staff, ensuring the happiness and productivity of the business
- Maintain studio socials and cultural events
- Liaise with Admin teams in NZ and UK to ensure that Maynard policies and procedures are consistently communicated and applied across all studios

Skills & Experience

- Minimum 5 years' experience in a similar role, preferably in a design-related practice
- Extremely organised and thorough with strong attention to detail
- Collaborative and responds well under pressure, whilst also being able to work autonomously
- Experience with Adobe InDesign
- Experience with financial or project management software, such as Xero, CMap or other CRM system
- Excellent written, spoken and interpersonal skills
- Fluent in English, verbal and written

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Reporting

Reports directly to the Associate Directors in Sydney and Operations Manager in London.

About Maynard

Maynard is a multi-disciplinary design practice with offices in Sydney, Melbourne, Tāmaki Makaurau Auckland, and London. Together our team provides a unique combination of design expertise spanning the disciplines of wayfinding, graphic and information design, and product design. We are focused on designing for people, the places they inhabit and the products and interactions that will improve their daily lives. We call it social design, and we work in many sectors from large transport and urban realm schemes through to more bespoke cultural projects and placemaking.

We enjoy working with other disciplines and have long term relationships with high-profile architects and engineers, as well as specialist manufacturers. Communication and teamwork is key to making things happen, and that is at the core of how we work.

Maynard is an equal opportunities employer. We offer a flexible and supportive studio environment to enable our staff to grow and to establish long-lasting careers within the organisation.

What we offer

- Generous package based on skills and level of experience
- Central Sydney studio location within a creative co-working hub
- Long term career opportunity
- A supportive team of skilled professionals
- Dynamic and forward-thinking
- Domestic travel opportunities
- Flexible working arrangements, including work from home days

To Apply

Please share your CV and cover letter to jobs@maynard-design.com with the subject heading "Sydney: Studio Manager"