HOME & FOUND

Job Title: Studio Manager

Location: Richmond, London

Contract: Full-Time

Working Hours: 9:00-17:30

About the Studio

Home & Found is a London-based interior design studio, founded by Tamsin Saunders in 2013. Alongside our design practice, we run an online antiques shop offering one-of-a-kind antiques individually sourced by Tamsin.

Home & Found work spans a range of styles but is always rooted in sensitivity to the client, the architecture and the wider landscape. The result is timeless interiors that feel lived-in, elegant and deeply connected to their inhabitants.

Our design philosophy emphasises natural materials, craftsmanship and heritage. We prioritise sourcing from the existing rather than the new, and art plays a central role in our process, reflecting Tamsin's background and passion, and bringing emotional depth and individuality to every project.

Above all, we create homes that feel warm, inviting and truly personal.

Role Overview

The Studio Manager will provide key support to the Founder and oversee the smooth day-to-day running of the studio, online shop and project operations. The role requires exceptional organisation, discretion and a strong appreciation for design, culture and history. It is suited to someone who is highly efficient, detail-focused and comfortable handling a wide range of administrative and operational responsibilities.

The successful candidate will coordinate with clients and suppliers, support project workflows, assist with budgeting, manage enquiries, and ensure the online shop runs efficiently. Responsibilities span project support, studio and shop coordination.

This is a hands-on role within a small, creative team. The right person will be proactive, adaptable and able to prioritise effectively in a fast-paced, evolving environment.

Key Responsibilities

Executive Support

- Manage the Founder's diary, meetings, site visits, press appointments, and travel.
- Handle email correspondence, drafting and prioritising responses.
- Prepare briefing documents, presentations and meeting materials.
- Maintain confidentiality and manage sensitive information professionally.
- Oversee expenses, invoicing, budgeting, and financial administration; bookkeeping experience beneficial.

Shop management

- Manage and maintain the online shop, including responding to enquiries, updating inventory and overseeing UK and international shipping and logistics.
- Send product information, quotes and invoices to customers, interior designers and trade clients.
- Process orders and coordinate order fulfilment.
- Maintain spreadsheets, databases and internal systems tracking antiques.
- Monitor and improve operational processes, identifying opportunities for efficiency and automation.

Studio Management

- Manage day-to-day studio operations, including supplies, maintenance, and IT coordination.
- Act as primary contact for suppliers, contractors, accountants, and collaborators.
- Manage procurement tasks such as obtaining quotes, purchase orders, and sample tracking.

Project Coordination

- Support coordination of design projects and ensure timely communication between Founder and clients.
- Assist in preparing client proposals, presentations, and materials when required alongside the studio team.
- Support photoshoots for the online Finds shop and interior projects.
- Assist in managing email marketing, photoshoots, social media content planning and scheduling.
- Coordinate showroom appointments and support client and press visits.
- Maintain sample libraries, delivery schedules, and supplier records.

Skills & Experience

Essential

- Minimum 3 years in a PA, Studio Manager, or Executive Assistant role, ideally in a design, luxury, or creative environment.
- Strong organisational and multitasking skills with excellent attention to detail.

- Confident communication skills with polished written and spoken English.
- Proficiency in Mac OS and standard productivity software.
- Professional discretion and reliability.

Desirable

- Experience in interior design, architecture, or art/furniture sectors.
- Experience with WooCommerce or similar platform and WordPress.

If you think that your skills, experience, and personality make you well suited to this role we'd love to hear from you. Please send a copy of your CV and a concise cover letter expressing your interest and why you might be suitable for the position in PDF format to careers@homeandfound.com with the subject 'Studio Manager application'.