

# BUCHANAN STUDIO

**Studio Assistant. Full Time | West London**

## **About Buchanan Studio and The Role**

Buchanan Studio is a West London-based design practice working internationally. The studio is known for its 'world-building' approach to interiors, creating layered environments shaped by narrative and materiality.

We are currently seeking a Studio Assistant to join our growing team. You will support both the creative and the operational sides of the studio. You will assist on active projects while helping the studio run smoothly day to day. Working closely within our small team and alongside the Founders, you will gain exposure to the full life-cycle of projects.

This role is ideal for someone early in their career who is eager to gain hands-on experience across all areas of a design studio, with the opportunity to grow into a more specialised role over time- whether within design, operations or marketing, depending on the individual's strengths. We offer genuine scope for responsibility, development and long-term progression.

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## **Key Responsibilities**

### **Design Support**

- Assist with design research, sourcing and supplier outreach
- Prepare InDesign presentations, mood boards and both internal and external decks
- Edit imagery and visuals using Photoshop
- Assist creating marketing material
- Assist creating content for social media
- Assist with sourcing, procurement and project coordination
- Maintain and organise the studio sample library
- Manage sample returns and supplier relationships
- Source and organise materials for project presentations and sample boards
- Note taking during meetings

### **Studio Operations**

- Assist with deliveries and studio logistics
- Pack and ship studio products and samples
- Prepare items for photoshoots, installations and client meetings
- Run errands including post office drops and sample collection
- Book couriers
- Assist with production of Buchanan Studio products

- Keep showroom, studio and kitchen organised and tidy

### **General team Support**

- Provide general support to the design team, shop/product team, and founders where required
- Occasionally assist with personal tasks for the Founders
- Contribute to maintaining an organised, efficient, and welcoming studio environment

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### **Required Skills & Experience**

- Proficient in InDesign, Photoshop and Microsoft 365
- Experience creating presentation decks
- Excellent organisational and time management skills
- Strong attention to detail
- A natural instinct for style, proportion and materiality
- Confidence communicating with suppliers and showrooms
- Ability to manage multiple tasks and shifting priorities
- Strong initiative and problem-solving ability
- Comfortable receiving and applying constructive feedback
- Positive, proactive and collaborative attitude
- A strong visual sensibility and an interest in interiors, furniture and materials
- Previous experience in a design studio, showroom, gallery or creative environment is beneficial but not essential

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### **About You**

You are enthusiastic, resourceful and eager to learn. You have a positive attitude and are happy to roll your sleeves up and contribute wherever needed and are excited by the opportunity to grow within a dynamic studio environment. You thrive in a small team where responsibility is meaningful, and your contribution has visible impact. You have a friendly nature and excellent attention to detail. You are looking for a long-term role within a creative and evolving studio.

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### **Studio & Benefits**

- Studio/showroom just off Golborne Road, West London
- 20 days holiday plus bank holidays
- Bupa health insurance
- Staff discount on Buchanan Studio products
- Well-equipped kitchen with tea and coffee provided

**Salary:** £30,000

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### **How to Apply**

Please submit the following via email to [careers@buchanan.studio](mailto:careers@buchanan.studio) with the subject title: 'Studio Assistant':

- CV
- Cover letter outlining why you would like to work at Buchanan Studio, why you feel you will be suited to the role, and your available start date.

**We look forward to hearing from you.**