

Worm.

STUDIO/PRODUCTION MANAGER. WORM LONDON.

30 HOURS A WEEK. Maternity cover.

Start ASAP (some flexibility for right candidate)

Salary based on experience. (If you have certain salary expectations please include on your cover letter)

WHO WE ARE

We are a small independent floral design studio based in East London.

We mainly work in events, installations, weddings and photo shoots

Worm currently runs as a team of two founding members Terri and Katie. The business is growing and we are looking for an enthusiastic and organised person to join the team to manage the studio, events and staff. Please note this is not a florist role. We already have a big circle of wonderful, experienced freelance florists that come to work in the studio on a day to day basis.

The position is to initially to cover maternity leave of one of the founders but has the potential to be more long term if the company is able to keep the person on. Experience as a studio/office manager or similar is key to help streamline current workflows and introduce new ones. We see this as a collaborative and dynamic role which will develop as the business grows further.

We are looking to take someone on approximately 30 hours per week over 4 days.

The role will be based in our studio in Clapton E5 with flexibility to work from home when not needed in the studio.

THE ROLE

The person will manage the calendar and studio on a daily basis which involves many different roles as follows.

- Event logistics
- Occasionally attending a venue recce if needed.
- Booking freelance staff and hire vans.
- Organising the calendar/ scheduling
- Liaising with clients over email, phone and face to face
- Liaising with our bookkeeper/ accountant
- Quoting, invoicing and budgeting
- Creating creative decks/mood boards/pitches for clients
- Putting organisational systems in place
- Maintaining the studio space and equipment to a clean and tidy standard.
- Liaising with the Worm creative team and putting together job sheets.

Essential.

- Experience of three years or more in an studio or office management or production role or similar
- Competent in Keynote and Microsoft Office software or similar
- Positive and proactive and with good problem solving initiative
- Ability to work calmly in a sometimes high pressure environment
- High attention to design/detail
- Exceptional organisational skills
- Exceptional time keeper
- Comfortable at working in a small and tight knit team.
- Smart budgeting initiative

*No floristry experience required, Please note this is not a floristry role.

Please send CV and cover letter to hello@weareworm.com with the subject title STUDIO/PRODUCTION MANAGER by Friday August 26th.

Please note, we will get back to everyone but we are exceptionally busy at the moment and are working through a lot of admin. We will be calling people in for interview from early September. We would love to start training the person in for the role in September but we realise that this is last minute and can be flexible for the right candidate

Thank you!!
