

# CommonRoom

## **Studio Assistant**

**Salary:** £25,000

**Location:** Hybrid – based at our CommonRoom studio in East London + home working

**Contract:** This is a full-time role, but we are open to part-time for the right candidate

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## **About CommonRoom**

CommonRoom aims to make high quality art accessible to the many rather than the few. We commission original designs from contemporary artists, as well as producing an annual archival collection that commemorates the great history of domestic design by artists. Wallpaper has generally been thought of as background rather than foreground – but not at CommonRoom. Our wallpapers are designed to challenge and excite. Just like every great artwork.

We work closely with artists, manufacturers and interior designers. We pride ourselves on being a small, creative, hands-on business where every team member plays a meaningful role.

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## **About the Role**

We're looking for a highly organised, proactive Studio Assistant to support the smooth running of the studio. The Studio Assistant will act as central support to the founders, overseeing day-to-day operations, coordinating with customers and suppliers, assisting with marketing activity, and ensuring that studio processes run efficiently and thoughtfully. This role is ideal for someone who enjoys both practical and admin-focused work, thrives in a small team, and is excited by interiors, design and creative businesses.

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## **Key Responsibilities**

### **Customer Service & Studio Operations**

- Deliver warm, thoughtful customer service and manage daily enquiries, including calculations of wallpaper and fabric needed for orders
- Act as the main point of contact for all customers, including web customers and interior designers (trade)
- Process orders via the website and with trade, stockists and reps
- Maintain stock accuracy and manage inventory levels
- Liaise with suppliers to ensure smooth stock flow and production timelines
- Manage UK and international shipping, deliveries and export procedures including preparation of customs paperwork
- Work with the fulfilment centre to ensure dispatch accuracy
- General admin tasks to support running a small business, including the preparation of reports, documentation and admin to support operations
- Assist with basic bookkeeping tasks
- Work closely with the founders on ad-hoc tasks across the business

### **Sales, Trade & Business Support**

- Act as the main point of contact for all Trade and B2B enquiries, including sales quotes, order processing, product enquiries and sample requests
- Prepare quotes, invoices and delivery information
- Process trade account applications and oversee onboarding

- Support trade clients and wholesale partners with consistent communication and support
- Provide research, lists and organisational support for business development initiatives

### **Marketing & Social Media Support**

- Assist with social media planning, content creation and scheduling, including for our website, in email comms and on social media platforms
  - Help plan and execute marketing efforts, including client communications via email and community engagement
  - Maintain and organise image libraries
  - Support events, previews, launches and press activities
  - Assist on photoshoots and other creative production tasks
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### **About You**

We're looking for someone who is:

- Highly organised, efficient and able to juggle multiple tasks
  - A clear, friendly communicator with a calm, professional manner
  - Comfortable balancing admin, operations, marketing and studio support
  - Proactive, resourceful and able to take initiative
  - Interested in interiors, craft, art or design
  - Confident with Microsoft Office; experience with Shopify, Xero, Later, Canva or Photoshop is preferable
  - An interest in social media and marketing
  - Strong written skills, with an eye for detail
  - Happy working in a small, creative team
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### **Benefits**

- A creative, supportive working environment
  - 20 days holiday + bank holidays + Christmas close period
  - Workplace pension offered through NEST
  - Generous staff discount
  - Hybrid working
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### **Inclusion & Diversity**

We recognise the lack of diversity within the interior design industry, and we actively encourage applications from people from Black, Asian, ethnic minority and socio-economically underrepresented backgrounds. We are an equal opportunities employer. All applicants will be considered fairly and without regard to ethnicity, religion, sexual orientation, gender identity or expression, national origin, neurodiversity, or disability status.

### **How to Apply**

Applications to be made via email to [sarah@commonroom.co](mailto:sarah@commonroom.co) Please include your CV and a short cover letter.