

Showroom Manager — Studio Balestra (Pop-Up Store, London — Spring 2026)

****About Studio Balestra****

Studio Balestra is preparing to open a pop-up showroom in London for Spring 2026, showcasing a curated selection of furniture and collectible design pieces. The space will function as an intimate, appointment-based environment where clients, designers, and collectors can engage with our pieces in an elevated setting. This role has long-term potential, as we aim to open a permanent showroom following the pop up.

****Position: Showroom Manager****

We are seeking a professional, friendly, highly organized, and punctual Showroom Manager with experience in interior design and/or furniture showroom sales. Previous experience working in a design-oriented showroom or furniture gallery is a significant plus.

****Key Responsibilities****

- Manage day to day showroom operations to ensure the space is pristine, polished, and visually aligned with Studio Balestra's standards.
- Greet clients, schedule and coordinate visits, and provide informed, warm, and professional in person support.
- Liaise with the Studio Balestra curator, who will visit regularly to ensure operations and presentation run smoothly.
- Oversee deliveries, collections, and logistics in coordination with shippers and clients.
- Handle administrative responsibilities including invoices, memos, client documentation, and shipment paperwork.
- Organize and maintain inventory using Airtable, ensuring accurate records of pieces on display and in storage.
- Monitor, organize, and respond to showroom emails promptly and professionally.

****Qualifications****

- Experience in interior design, furniture sales, or showroom management.
- Strong communication skills and a client-service mindset.
- Highly organized, punctual, and attentive to detail.
- Comfortable managing logistics and multiple tasks efficiently.
- Experience with inventory systems (Airtable preferred).
- Familiarity with luxury design environments and discerning client expectations.

****Schedule & Duration****

This position supports our Spring 2026 pop-up in London, with the possibility of transitioning into a long term, permanent role as Studio Balestra expands its London presence.

****Compensation****

Salary is based on qualifications and previous experience.

****How to Apply****

Please submit a CV, brief cover message, and any relevant showroom or design portfolio materials to Hello@studio-balestra.com