

RAW · INTERIORS

Job Title: Personal Assistant & Studio Manager to Founder

Location: Islington, London

Contract: Full-Time (Option for Part-Time)

Working Hours: 9:00–18:00

Sector: Luxury Interior Architecture & Design

About the Studio

RAW is an interior architecture and design studio founded by Rachel Aisling Walker. Our focus is on creating exceptional interiors that are strongly rooted in architecture, design and history, and are at once serene, timeless and inviting. With a particular emphasis on natural materials, craftsmanship and heritage; we mix antique, modern and contemporary furniture with our own designs – always with an eye for the unexpected.

In the new year we'll be launching our own furniture collection. Our clients will be able to experience the collection in person – alongside a curated selection of antique pieces – in our new Islington showroom.

Role Overview

The Personal Assistant & Studio Manager will act as the central support to the Founder and oversee the smooth operation of both studio and project activities. The role requires excellent organisational ability, discretion, and a strong appreciation for design. The successful candidate will manage daily administrative operations, coordinate with clients and suppliers, support project workflows, and ensure the studio environment runs efficiently. The role spans business support, studio coordination, and occasional personal assistance.

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, and financial administration; bookkeeping experience beneficial.

Studio Management

- Manage day-to-day studio operations including supplies, maintenance, and IT coordination.
- Act as primary contact for suppliers, contractors, accountants, and collaborators.
- Ensure the studio and showroom are well-presented and client-ready at all times.
- Coordinate internal communications and schedule team meetings.
- Manage procurement tasks such as obtaining quotes, purchase orders, and sample tracking.

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Project Coordination

- Support coordination of design projects and ensure timely communication between Founder, clients, and project team.
- Assist in preparing client proposals, presentations, and materials when required alongside the studio team.
- Support photoshoots for the RAW collection and studio projects.

Marketing & Showroom Support

- Assist in managing social media content planning and scheduling.
- Coordinate showroom appointments and support client and press visits.
- Maintain sample libraries, delivery schedules, and supplier records.

Personal Support (Occasional)

- Assist with personal scheduling, household appointments, errands, and travel arrangements.
- Help organise studio and client dinners, events, and photoshoots.

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.

Contact

Please send your CV and cover letter to studio@rawinteriors.co.uk.