

TABI JACKSON GEE

Location: Remote / Maiden Bradley, Wiltshire (hybrid) **Hours:** Part-time, 6 hours a week, split across 2–3 days **Start date:** ASAP **Remuneration:** Competitive and based on experience

About Tabi Jackson Gee

Tabi Jackson Gee (www.tjg-gardens.com) is an award-winning garden designer and writer who seeks out creatively ambitious and imaginative clients. Working across residential and commercial projects, in town and country, Tabi is known for her atmospheric, joyful and highly original gardens. In 2025 Tabi was named one of House & Garden's Rising Stars.

Tabi is also the founder of Them Outdoors (www.themoutdoors.co.uk), a collection of design-led garden furniture and sculpture made by British artists and craftspeople. She regularly writes about gardens and design for publications such as the Financial Times, Country Life and House & Garden.

The studio

Our studio is based in rural Wiltshire, but we take on projects across the UK and occasionally abroad. Tabi runs every project herself, with a small team behind the scenes who support the practice in design, ecology, planting, aftercare and logistics.

The role

We are looking for a Studio Manager to provide creative and administrative support. This is a client-focused role within the garden design studio, supporting Tabi in the day-to-day running of multiple exciting and dynamic projects in town and country.

The role requires polished and warm written and verbal communication skills, an incredible eye for detail and a love of logistics. You will be the operational backbone of the studio, working closely with Tabi, our clients and a small network of freelancers and suppliers.

This part-time role offers a mix of regular client and project work alongside quieter-hours admin. We offer hybrid working; weekly time at our beautiful studio in Maiden Bradley, Wiltshire, is required.

Studio and administrative support

- Managing Tabi's diary and anticipating what's coming up
- Supporting pipeline management, prioritisation and operational admin
- Raising and monitoring client invoices, and keeping the books tidy for our accountant
- Preparing presentations and documents in the studio's brand template
- Filling quieter periods with general admin and improving our systems

Project coordination

- Preparing and managing schedules
- Following up on quotes, coordinating materials and suppliers, tracking deliveries and flagging delays early
- Helping track timelines and ensure projects are delivered on time

Client communication

- Writing warm, detailed, helpful client emails
- Specifying exact colour, shape and spec so nothing is left to chance
- Being a reliable, personable point of support behind the scenes

Required experience

- Experience of working within a luxury, lifestyle or B2C business
- Detail-oriented — flagging anything that feels like a problem
- Confidence in Excel and Xero
- Experience of invoicing and light bookkeeping
- Excellent written and verbal communication skills
- Gardens or design interest a bonus, but not essential

What we offer

- An extremely varied, hands-on role working side by side with Tabi
- The chance to support a growing creative practice
- A collaborative working environment in our rural Wiltshire studio
- Competitive hourly rate dependent on experience

How to apply

To apply, please send your CV and a brief cover letter to studio@tjg-gardens.com. Applications will be reviewed on a rolling basis, with the final cut off point being 3rd November.