

JESS WHEELER STUDIO

Jess Wheeler Studio is seeking an experienced studio coordinator to oversee our operational processes, driving our growth and continued success and ensuring the smooth running of our projects worldwide.

About the studio

Jess Wheeler Studio is a multidisciplinary design practice creating lighting, furniture, and decorative objects. Founded in 2021, the studio is based in West Dorset, and ships work internationally. We work with interior designers and discerning consumers to supply, design and manufacture sculptures and lighting installations for residential and hospitality projects, and we also sell a range of designs through our online shop. Our work is handmade to order in a handful of sites around the South West of England and Wales.

How we work

The studio is led by founder/creative director Jess Wheeler and technical director Eddie Orlik and powered by a small team including a studio manager, shop manager and a handful of specialist makers. As a team we are communicative, we solve problems together and we all take responsibility for delivering beautiful work that surpasses our clients' expectations. As employers, we care deeply about our wonderful team and pride ourselves on providing engaging, enjoyable and fulfilling work.

As the studio grows, so does the complexity and number of our projects, which is why we are excited to be on the hunt for an excellent new Studio Coordinator to join the team and keep everything on track.

The Studio Coordinator role

The studio coordinator will work closely with Eddie and Jess, you'll combine operations management with client engagement: developing processes to keep projects on track, communicating with clients, and making sure everyone in the team has what they need to deliver beautiful work on time.

This is a role where the work genuinely matters. The studio is at an inflection point: the work is increasingly ambitious, and the client list is growing. If you're someone who wants real ownership of how an operational function comes together — and who'd find meaning in the work that sits behind beautiful handmade objects — this is a rare opportunity to shape something from the inside.

The position would suit someone a few years into their operations career who is ready to take ownership and grow with the studio. The role will reward your experience, adaptability and initiative with opportunities to contribute to meaningful decisions about the running and future direction of the studio, including shaping your own role.

Key Responsibilities

Operational oversight

- ◆ Oversee the full lifecycle of orders and bespoke projects, coordinating the team to ensure orders pass through a smooth and considered process from enquiry through to delivery.
- ◆ Support the ongoing refinement of operational systems and processes to ensure they remain efficient while aligned with the level of service expected of the brand.
- ◆ Maintain a clear view across production, stock, and logistics, supporting a seamless flow of information.
- ◆ Misc. research and administrative work, as is natural in a small and busy design studio.

Success in the first year might include the design and embedding of new internal and procurement processes and information systems, to drive more efficient production, clear responsibilities across the team and quicker lead times.

Client and supplier relationships

- ◆ Handle incoming client calls and email enquiries in a professional and timely manner.
- ◆ Ensure a consistently high standard of client experience, with clear and thoughtful communication at each stage of the process.
- ◆ Create quotations and invoices, and answer payment-related questions.
- ◆ Maintain productive relationships with our suppliers and partners, including placing orders, tracking projects, and setting up trade accounts.

Success here looks like quick, charming and effective communication with our clients and suppliers, leading to a reduced backlog of emails, clearer expectations and increasingly positive relationships.

Candidate skills, experience & characteristics

Essential

- 3+ years experience working in a related role - this might be as a coordinator or operations assistant/manager, not necessarily in a design studio.
- Experienced in overseeing multiple projects or workflows using software, and communicating with team members and external suppliers to keep things on track.
- Comfortable using and improving digital workflows using tools like Monday, Xero and Google Workspace.
- Highly organised, thorough, punctual, and efficient even under pressure.
- Independent - able to solve problems and take the initiative to improve business processes.
- Excellent at written and verbal communication.

- Adaptable - you're eager to learn and like to get stuck into whatever works needs doing; you're a problem solver
- Enjoys working as a key part of a small team.

Nice to have

- Experience with a design business and an interest and understanding of the design and interiors world.
- Commercially minded - for example, you have experience working with quotes and invoices, trade structures, understanding profit margins, and looking for commercial opportunities.

Role Details and How to Apply

- Position: Part time (minimum of 20 hours per week) with the possibility of full time employment.
- Start date: on or before 20 July 2026.
- Location: Remote, ideally in London or the South West, with the successful applicant expected to visit Dorset every 6 weeks.
- Salary: Competitive, dependent on experience.

To apply, please send a cover letter and CV to jobs@jesswheeler.com by 21 June 2026.