

Studio Manager (Part-Time)

About People Activation

People activation is a Manchester-based agency that exists to change the way people think, behave and perform in their roles. We work with global clients across a wide range of industries from tech to pharmaceutical.

No two days in the studio are the same. In collaboration with incredibly diverse and talented teams the work we produce ranges from campaigns, experiential, events, internal comms, and films.

We are a small but vibrant team made up of producers, creatives, and designers. We work together closely on all projects and are looking for people to match our energy and collaborative nature. People who are not afraid to challenge the norm, who can identify great ideas and insights in others, and who care about the work they produce.

About You

- You can improve and manage the quality of the briefing process
- You can work closely with the wider team to do long term planning
- You can do day to day resource management/ ability to move projects around if briefs aren't ready

A day in a life of a Middleweight-Senior Creative

- Knowledge of how creative/design roles work so they can match the right people to the right projects/team within the resourcing process.
- Work closely with PMs to create long term timing plans based on own knowledge and production team estimates
- Managing the studio schedule to ensure the team are clear on deadlines and enough resource is allocated per project
- Managing external suppliers and freelance resources, and maintaining those relationships, arrange freelance POs.
- Encouraging QC across the team ahead of client deadlines/reviews

- Ensuring internal production processes are being adhered to (e.g. does the project have a written brief?)
- Recommending and implementing new processes to improve efficiency and profitability
- Recommending and maintaining systems (e.g. for scheduling, project tracking)

Extra Details

The Part-time role would be spread over 4-5 days.

You will be expected to be able to work from our Manchester office.