



## **STUDIO MANAGER**

### **RESPONSIBLE TO: REALISATION DIRECTOR**

#### **YOUR ROLE IN A NUTSHELL**

As Studio Manager, you sit at the hub of the agency and your priority is the smooth effective running of the studio. You're responsible for the planning and day-to-day global workflow management.

You'll work in partnership with the department heads to focus on improving the quality and delivery of our work and you'll get to know everyone's special talents to ensure that we're making the best use of our people's ability at all times.

You'll manage freelance resource who we can call on in times of need. Whether we're over-stretched, or we have work in the studio which requires a unique skill set, you'll constantly be on the lookout for talented people, so that we're never caught short.

#### **YOU ARE BRILLIANT IN YOUR JOB BECAUSE**

- You're extremely well organised, naturally juggling multiple tasks at any one time.
- You cope effectively when things are up in the air and carefully manage ever shifting priorities. You understand things change both internally and externally and when they do, you remain calm and change with them.
- You have excellent communication skills. You have the ability to listen, persuade, lead, and negotiate. You are accessible and maintain fluid communication across our global studios and ensure everyone is kept up to date.
- You're proactive and forward thinking. You read situations quickly, spot potential problems and deal with them before they arise.
- You have an open outlook and remain level headed. You make good commercial decisions about how work can be resourced effectively.
- You genuinely care about people and build collaborative working relationships. You listen well to challenges and work with people to overcome problems in a positive way.
- You value company culture and enjoy playing an active role in creating this.

#### **YOUR KEY RESPONSIBILITIES**

##### **Resource Scheduling and Studio Management**

- Manage the resource schedule to keep the studio running effectively and ensure we avoid wasted and/or downtime. Proactively follow up and create opportunities for things to be actioned with enough time to ensure plans are in place.
- Openly take resource requests on board, asking the right questions about the brief and requirements. Work in partnership with department heads as necessary, to help us plan and prioritise everything optimally.
- Manage change and updates. Inform team members of any project status updates or changes to briefings or deadlines that may impact them, ensuring they are working on the correct projects and to the right deadlines at all times.
- Source materials, keep the studio in order and stay on top of stationery needs.
- Work with IT to ensure that desks and computers are available for interns and freelancers.
- Take pride in the appearance of the studio, making sure it's presentable and functional.

**Manage resource forecast**

- Use our systems to ensure resource is closely linked to revenue and resource forecasting is accurate, to help enable us to manage the overall strategy and profitability of the business.
- Flag all unfavourable disconnects early; such as resource required outweighing budgets, or resource reflecting budgets, but not being enough to cover the work required. Facilitate discussions early so decisions and actions can take place to address this as necessary.
- Flag with Client Services if resource forecast needs to be updated, so we can ensure this is as accurate as possible.

**Meeting Management**

- Manage various weekly resource catch ups, to ensure all upcoming work has been captured and allocated as necessary.
- Lead weekly workflow review meetings with senior teams, to ensure all briefs are allocated to the right people and for the appropriate timeframes.
- Ensure all actions coming out of meetings are followed up, and that everyone is quickly informed of any changes that impact them, their projects, or priorities.

**Freelance**

- Work with the heads of departments to manage freelance resource requirements and share details of when projects overrun or need additional resource.
- Build relationships with freelancers to create a diverse pool of talent we can draw on at a moments notice, whatever the requirement.
- Book any required freelancers, negotiate rates and manage the admin in line with company requirements.
- Raise POs for all freelance and other third party resource across the business and partner with others to sign off invoices for payment as necessary.
- Greet and introduce new freelancers to the studio, ensuring they have a studio induction and are provided with a timesheet.
- Sign off freelance timesheets.

**HR**

- Manage studio holiday system in line with BrandOpus' annual leave policy, including flagging and resolving any clashes with department heads.
- Manage the holiday admin in line with company requirements and record 'studio holidays', 'sickness' and 'out of studio' time on the schedule.