

Emily Kraus Studio

Job Opportunity: *Studio Manager*

Deadline for applications: 11th March, 2025

Hours (part-time freelance): 1-2 full days per week. Occasional extra days when approaching deadline.
Pay dependent on experience.

Emily Kraus is seeking a **Studio Manager** to provide administrative and operational support for the studio. This role requires strong organizational skills, attention to detail, and an ability to multitask effectively across administrative, research, and project-based responsibilities. Working closely with the artist, you will ensure the smooth functioning of the studio, maintain project timelines, and liaise with key external partners, including galleries and suppliers. The role is primarily administrative and logistical, ensuring that all aspects of studio management run efficiently.

Responsibilities include:

- Manage and maintain the project and studio schedule
- Track expenses and material usage for projects
- Update and manage website and social media (Instagram)
- Organize and maintain the artist's database and catalogue
- Coordinate with suppliers to source materials, manage orders, and timely delivery of supplies
- Liaise with galleries to facilitate exhibitions, consignment agreements, and transportation
- Assist with project-related research, including historical context, materials, and logistics

Requirements:

- A minimum of 2 years of relevant professional experience
- Based in London
- Strong writing and editing skills
- Proven capacity to manage logistical and administrative responsibilities
- Proficient with organization and database tools (do you love a spreadsheet?)
- Excellent interpersonal skills
- Quick learner, adaptable, and good at problem solving.

Nice to Have:

- Proficiency in Adobe InDesign and Photoshop
 - Experience with carpentry, metal work or set design. Mention if proficient with power tools
 - Skills in CAD or SketchUp
 - Familiarity with accounting software.
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To apply, please submit a CV, cover letter, and a writing sample to maria@emily-kraus.com with the subject line 'assistant role: your name' by 11th March. Only shortlisted candidates will be contacted for an interview.