

iCreated Studio

HOME TO YOUR NEXT CREATVIE EXPERIENCE



JOB TITLE: Studio Assistant

JOB CATEGORY: Studio

Department/Group: Studio

Job code/Req#: ICR-SA

Location: Mindarie

Travel required: Minimal

Level/Salary range: \$35 - \$48 per hour

Position type: Casual

JOB DESCRIPTION

iCreated Studio is a growing company in the creative experience industry and are looking for a creative genius with a passion for customer service! We are expanding our workshop offerings and opening hours and want to ensure that we provide a consistent standard of service.

If you have a happy, bubbly, outgoing personality with a positive attitude and a strong work ethic who is eager to learn then you may have just found your calling!

As a Studio Assistant, you will be taking on a wide range of roles from the mundane to the magnificent and you will need to be adaptable to an ever-changing schedule. The ability to multi-task is important as there is usually many interruptions and multiple tasks required.

Our passion is ensuring our clients experience mindful creativeness, express their own individuality and style while creating a piece of art they are proud to display and as the Studio Assistant, your role is to help ensure all the artists have the ability to focus solely on our clients and have everything they need, ready to go.

We would also love for you to expand your creative side and you will have the opportunity to attend workshops as both a participant and as artist support with the aim of developing your facilitation skills and creative abilities to lead in-studio workshops.

Responsibilities include:

1. Studio customer service for walk in queries and creative sales
2. Cleaning of studio space/facilities/laundry as required
3. Shop front display set up
4. Workshop set up/pack down
5. Assisting clients and artists to ensure smooth class flow during studio workshops
6. Stock and resources management including stock take, organisation, cleaning etc
7. Developing workshop samples to be taught in classes and used for promotional items.
8. Sketching outlines on canvases to assist in preparing for events.
9. Pick up and/or preparation of workshop catering
10. Attending at networking & marketing events/functions on behalf of the studio
11. Lead in-studio workshops (training provided)

Required Skills & Abilities

- Creativeness and curiosity
- Ability to work under pressure
- Problem solving
- Strong communication skills
- Strong work ethic
- Ability to lift/move heavy items
- Flexibility (timing/scheduling)
- Willingness to learn

Preferred Skills

- Experience in a range of creative/art mediums
- Experience facilitating and/or attending creative workshops
- Strong background in the hospitality or customer service industry, must be a people person!

Events:

- Weekday, evening, and weekend events
- Public & private events at Mindarie Studio
- Networking & marketing events
- Own reliable vehicle required (local catering pickups)
- Flexible Schedule