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# Example of Studio Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of studio assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for studio assistant

* Maintaining a pleasant working environment by managing office facilities
* Administrative duties to support Operational Manager
* Maintain a clean and tidy working environment at all times, ensuring, the reception, and studios are focal points and all should be kept clean and presentable
* Answer or redirect general queries, assist with office moves, ad hoc duties as required
* Assist individual faculty with class projects, including preparation of glazes and instruction and procedural operation of special tools and equipment, helping students build stretchers and departmental construction needs
* Help manage and organize all media, including final film, rough cuts, cut downs
* Manage GM’s calendar, plan, coordinate and book meetings, activities and journeys
* Be involved in and own internal projects, conferences and studio meetings
* Assisting in the coordination and delivery of studio meetings, workshops and off-sites, sometimes together with 3rd party providers
* Manage meetings, workshops and events and ordering resources and supplies for the same

## Qualifications for studio assistant

* Hands-on understanding of 2D and 3D fabrication
* High level of hand skills, experience with handling fragile works on paper
* Experience with hinging and mounting using mulberry paper and wheat starch paste
* Experience with packing and shipping paper artworks, making enclosures
* Keen eye and powers of observation, calm and methodical nature, perfectionism, patience, the ability to be well-organized, efficient and self-motivated
* Be creative, flexible and enjoy problem-solving