



Example of Studio Manager Job Description

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Our company is looking to fill the role of studio manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for studio manager

- Managing the Studio Finance Operations team
- Building out a “best in class” finance operations support model
- Building relationships with cross-functional business partners
- Driving innovative process improvement projects to automate and simplify as we scale
- Working with FP&A to track actual spending to budget
- Working with Accounting to streamline the accounting close process by ensuring the completeness and accuracy of accruals
- Working with IT to drive system related enhancement
- Support office operation by working in an efficient, safe, customer-focused manner
- Ensure office operates optimally with necessary equipment and tools required
- Handle multiple internal and externally sponsored projects and activities, and develop and track plans on how to accomplish goals

Qualifications for studio manager

- Responsibilities include working with prospective customers/client contact, periodically organizing receptions, lectures, exhibition openings and gallery talks, maintaining artist database, website and social media photo, video and print archives (we are currently producing a master digital archive and would oversee this), working with the media for artist public relations, gallery outreach and contact with the artist on future projects

- Must be able to pack, unpack and move stock when supporting in receiving / stocking functions
- Ability to work throughout holiday season
- Regularly required to sit or stand, bend and reach The above Essential Duties & Responsibilities list includes those duties and responsibilities for which the position exists and which must be satisfactorily performed in order to be successful in the position
- Must have a vast understanding of Photo gear and software