



Example of Studio Manager Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of studio manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for studio manager

- Coordinate and author agenda for “WSJ Design Team Show and Tell” bi-weekly meetings
- Coordinate and occasionally facilitate workshops, design sprints and sessions across the business and with external partners
- Manage Design teams expenses, travel and schedule
- Manage onboarding for new staff
- Help prepare presentations/decks for team projects
- Manage team devices, equipment and keep up-to-speed with new product launches and technologies
- Manage and encourage collaboration with other departments including, Graphics, Product, Technology, Innovation, Marketing and Advertising
- Prepare and send weekly team status updates to key stakeholders
- Manage both front and back of house staff
- Manage projects from start to finish, ensuring they are delivered on time

Qualifications for studio manager

- An understanding of design software, processes and systems
- Has a strong understanding of printing processes and is able to setup a project properly for print production
- Ability to manage multiple projects simultaneously in a fast-paced environment, communicate with vendors and colleagues
- Ability to work in a team work independently with strong communication

- Authorize all employee status changes, new hires, promotions, and terminations
- Years experience with small or large group training