



## Studio Manager (ID #8102)

### Who

You are a self-motivated individual that is excited to learn and be a part of the design industry. Willing to take on any task that comes your way, you are a team player, vital for covering the “between the line” duties and wearing many hats.

Organization is your thing. You are someone who stays on top of things, keeps the studio running, and is prepared to work in a medium-fast pace environment when business calls for it.

People like to be around you. You are the first face to be seen, first voice to be heard. You have a fun and friendly disposition while still being professional.

### Qualifications

- 4 year degree from an accredited university
- Microsoft Office + iWork experience – intermediate level
- Extremely organized, multi-tasker
- Personable, team player
- Interest in design/creative work is a plus

### Assignment

This is a full-time, entry-level position into the design industry, with room to grow and advancement opportunities once proven.

### Responsibilities

Include but are not limited to:

- Front desk duties such as answering the phone – greeting each client/caller with a “smiling” face
- Taking inventory of supplies and placing orders with vendors
- Consistently watching vendor price changes to get the best deal, includes some research
- Assisting in preparation for client meetings – travel arrangements, presentation materials, setting up meeting space/conference calls
- Helping employees with time-sensitive requests
- Running errands such as purchasing competitive product materials, some errands require a car
- Contact person for IT
- Data entry
- Miscellaneous tasks as needed



## Company Culture

Work hard, play hard. Work in a fun, creative environment with a close-knit team. Laxed and business casual with sporadic dance parties – we like to celebrate in the fun of our successes and birthdays!

## Compensation

\$30,000, with annual review

Full benefits including medical coverage, 401K plan and paid holiday/vacation/personal days.

## Contact Information

Please include a short paragraph describing the one tangible object you cannot live without and why along with your resume and cover letter. This is meant to be a fun opportunity to share your personality with us!

Please reference ID #8102 in the subject and body of your email.

### Whitney Matthews

HR & Benefits Administrator

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### Soulsight®

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## Soulsight USA

Soulsight USA is a collaboration of multi-disciplined creatives and brand strategists who believe that smart design and marketing solutions are the results of diverse creative thinking and strategic problem solving.

At Soulsight, we work to uncover the soul of a brand through strategic, forward-thinking and engaging design to help our clients create meaningful, lasting connections with consumers.