Job description

Job Title: Studio Coordinator

Location: Dublin

Type: Full-time, permanent

We're looking for a friendly, organised, and proactive **Studio Coordinator** to help keep our Dublin studio running smoothly. This is a great entry-level opportunity for someone who enjoys working with people, is naturally organised, and wants to gain experience across office coordination, administration, and studio operations.

You'll be at the heart of the studio — helping create an organised and supporting the wider team with day-to-day tasks.

About Us

Metropolitan Workshop has a strong studio culture, and we actively encourage ideas and input from all team members. We value a collaborative and supportive working environment, where everyone can contribute to how the studio operates and evolves.

Our ethos is **Inventive, Rigorous, Inclusive, and Generous**, and we expect all staff to reflect these values in their work and in how they engage with colleagues, consultants, and the wider network of the practice.

What you'll be doing

• Be the first point of contact for visitors — greeting guests, answering calls and emails
• Help maintain a tidy and professional studio environment, keeping the kitchen, meeting rooms and general office area clean
• Support day-to-day office tasks such as post, couriers, deliveries, and room bookings
• Prepare meeting spaces — setting up rooms, organising catering
• Keep track of office supplies (tea, coffee, stationery, etc.) and help restock when needed
• Assist with printing, and preparing materials for meetings and presentations
• Help organise events, office activities, and travel bookings
• Provide general administrative support to the team when required
• Support onboarding of new starters and offboarding – Studio induction, keys, processes, leaving cards, gifts, arrangements
• Monitor info@, recruitment@ and reception@ emails
• Assist partners with booking travel and meetings and managing financial arrangements

• Troubleshoot issues with studio equipment e.g. printer / plotter / kitchen appliances
• Provide IT support for the Dublin and London studios when required e.g. remote work and troubleshooting issues
• Oversee studio maintenance with support from relevant parties including landlord facilities manager and cleaning company
• Assist the Finance team with monthly accounting of day-to-day studio expenses and partners' expenses
• Support the organisation of the monthly office meetings and studio meetings

Requirements

• Previous experience in an office, hospitality environment or as a personal assistant
• Project management
• Basic IT skills (Microsoft Office, email, etc.)
• Strong spoken and written English, with confidence engaging with clients and visitors
• Proactiveness, organisation and flexibility

Benefits

This is a great opportunity to:
• Gain hands-on experience in a creative studio environment
• Learn a wide range of admin and coordination skills
• Work closely with a supportive and collaborative team
• Build a strong foundation for future roles in office management, operations, or project support