

## **Job Description**

**Job Title:** Studio Assistant (Front of House)

**Location:** Dublin City

**Type:** Full-Time, Permanent

We're looking for a friendly, organised, and proactive **Studio Assistant (Front of House)** 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 a welcoming environment for clients 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.

### **Responsibilities:**

- Be the first point of contact for visitors, clients, and suppliers — greeting guests and answering calls and emails
- Help maintain a tidy, organised, and professional studio environment. This consists of keeping the kitchen, meeting rooms and general office area clean (emptying dishwasher/ emptying bins/ watering plants).
- Support day-to-day office tasks such as post, couriers, deliveries, and room bookings
- Prepare meeting spaces — setting up rooms, organising catering, and making sure everything runs smoothly
- Keep track of office supplies (tea, coffee, stationery, etc.) and help restock when needed

- Assist with printing, binding, and preparing materials for meetings and presentations
- Help organise team 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 and arrangements.
- Monitor info@ and recruitment@ emails
- Troubleshoot issues with studio equipment e.g. printer / plotter / kitchen appliances

**Requirements:**

- Previous experience in an office, retail, or hospitality environment
- Basic IT skills (Microsoft Office, email, etc.)
- Strong spoken and written English, with confidence engaging with clients and visitors

**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