

JOB DESCRIPTION // RANDOM INTERNATIONAL // STUDIO ASSISTANT

Studio Assistant, Random International, London

Contract Type: Permanent Contract, Full Time

Start Date: January 2018

Salary: £15,000 - £19,000 per year

This is an exciting opportunity to join collaborative art studio Random International's organisational team, working closely with the Studio Manager to ensure the smooth running of daily studio activity and assisting with the planning of ongoing projects. The Studio Assistant will be a strong administrator who has a practical approach to their work. They will have excellent attention to detail and the ability to work under pressure on multiple tasks simultaneously, while at all times having oversight of the studio and the team's calendars and schedules.

Job Description

- Assisting with studio organisation and upkeep
- Oversight of calendars and assisting with diary management
- Assisting with newsletters and mailing list administration
- Assisting with website content, including image editing
- Organisation of studio presentations and events
- Assisting with the maintenance of studio-wide project planning charts
- Assisting with artwork maintenance and liaising with clients
- Assisting with the organisation of travel, accommodation and visa applications for install trips
- Allocating and tracking budgets for install trips and creating travel packs
- Organising lunch and coordinating with the studio chef
- Tracking team members holiday and overtime
- Updating the studio handbook with new policies and guidelines
- Placing orders for studio supplies
- Assisting with the administration of all studio wide platforms (email, slack, lastpass etc)
- Assisting with the induction of new team members
- Answering the phones and taking messages
- Taking in deliveries and greeting guests
- Organising couriers and postal services

About Random International

Random International is a collaborative studio for experimental practice within contemporary art. Founded in 2005 by Hannes Koch and Florian Ortkrass, the studio now includes a larger team in London (and Berlin). Questioning aspects of identity and autonomy in the post-digital age, Random International's work invites active participation.

Applications

Please email your CV and a cover letter (in a single PDF document) outlining your relevant experience, and provide details of two referees to Luke at work@random-international.com. Your email subject should be '**Studio Assistant**'. We may start interviewing candidates before the application deadline.