

# bus.group

## STUDIO MANAGER POSITION

### JOB DESCRIPTION

The Studio Manager is the beating heart of the studio. We are looking for a joyful, energetic, multi-tasker with a great can-do attitude! You will be responsible for (but not limited to) studio logistics, team support, administrative assistance and social media maintenance. Advanced administrative skills are not necessary, but German and English language, a driver's license and a proactive attitude are essential. This is a full-time employment position and requires daily attendance in the Kreuzberg Berlin studio.

### JOB TASKS

- Studio Maintenance and Logistics
  - Answering the phone
  - Signing for deliveries
  - Light kitchen cleaning during the day
  - Making coffee
  - Watering plants
  - Weekly team lunch (ordered)
  - Weekly shopping (coffee, milk, toilet paper etc)
  - Weekly laundry
  - Coordinating any studio logistics - cleaners, maintenance ppl, new furniture, equipment etc
  - Greeting clients or guests, making coffee
  - Studio key management
  - Responding to studio emails (courtesy response, coordinating meetings etc)
- Basic HR
  - Overseeing holidays and WFH calendar
  - Coordinating team perks (staff parties, Urban Sports etc)
  - Intern management (recruiting, interviewing, scheduling etc)
  - Employee/Freelancer recruiting (creating ads for new position, reviewing portfolios, conducting first interviews etc)
  - Freelancer management (tracking rates, availability, skills, portfolio etc)

- Onboarding new freelancers and employees (intro info, coordinating work stations etc)
  - Responding to job applications
- Basic Bookkeeping Preparations
  - Filing invoices
  - Delivering invoices to Bookkeeper
  - Correspondence with Bookkeeper
  - Chasing missing invoices
- Software/Hardware Maintenance
  - Tracking, recording and assigning all software licenses and subscriptions
  - Tracking, recording and assigning all equipment and hardware
- Social Media / Website Maintenance
  - Regular scheduled SM posting and linkedin
  - Regular website updates

## **SKILLS**

- German and English language (essential)
- Drivers License (essential)
- Administrative Software experience (Google Sheets, Docs and Slides)

## **ABOUT BUS.GROUP**

bus.group is a multimedia design agency specializing in CGI and graphic production for the global creative industries. We are a diverse team of international artists and producers who love the creative process and the ever-evolving digital medium. Our studio is based in a thriving area of Kreuzberg, where we embrace all of the eccentricities of local Berlin life. We have a strong belief in healthy work-life balance, love to nurture burgeoning talent and value heartfelt motivation paired with autonomy and integrity.