



<b>Position</b>	<b>Studio Assistant</b>
<b>Type</b>	<b>Full-time</b>
<b>Reports to</b>	<b>Principal &amp; Senior Associate</b>
<b>Date</b>	<b>Thu 18.07.19</b>

The Studio Assistant will ensure smooth and effective day-to-day operations of the studio. The role is integral to the professional and cultural success of the practice. Working collaboratively with everyone in the studio, the Studio Assistant will provide direct support to the Principal and leadership team.

**Key responsibilities:**

- Actively contribute & foster positive studio culture
- Uphold tidy, safe & supportive workplace
- Greet guests & prepare for meetings
- Answer phone calls & general email enquiries
- Act as an assistant to the Principal (i.e. email & diary management, assist with preparing talks and presentations)
- Manage studio supplies & deliveries
- Manage materials library
- Manage storage & archiving
- Coordinate events
- Co-manage HR & recruitment process
- Assist Finance Manager with relevant tasks
- Assist with studio IT & liaise with external IT consultants
- General administration & ad-hoc tasks.

**Qualities & skills:**

- High professional standards
- Strong interpersonal skills
- Highly organised & proactive
- Careful attention to detail
- Ability to effectively multi-task & accurately solve problems
- Experience with Microsoft Office & Adobe Creative Suite
- Human Resource experience preferred
- Understanding of creative industries (i.e. day-to-day workflow of architecture studio)
- Genuine interest in architecture & design essential.

**About KTA:**

KTA is a leading architecture and design practice founded in Melbourne in 1994. The focus of the practice is architecture as a civic endeavour with an emphasis on user experience and enjoyment of place. KTA's portfolio ranges from museums, art galleries, universities, exemplar housing and commercial projects. The studio comprises around 25 people including directors, associates, architects, students and a dedicated support team.

**The role & practice will offer opportunities to:**

- Contribute to the success of a leading architecture & design practice
- Work alongside a highly motivated, talented & supportive team
- Develop & apply skills within areas of interest (CPD)
- Participate in studio & industry networking events
- ...And more!