



## Job Description

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### Role overview

The Creative Studio Manager should be a positive force in the studio, striving to maintain, and helping to continually develop, a working environment that allows the Creative Team and Directors to focus on their goal of producing beautiful and relevant creative. You should embrace and facilitate the company proposition of Collaboration & Experimentation and help motivate the team to continually Exceed Expectations.

With laser focus and impeccable time management skills, you should be able to keep a small but driven studio moving like clockwork at all times - keeping projects on track, deliveries on time, and the team and clients happy with a personable and professional manner.

You will be responsible for the seamless day-to-day operation of the studio and creative team, managing workflow in the studio, organising the schedule and resources to allow for smooth delivery of work, refining process where required to simplify tasks and enhance the client experience.

You will also act as a catalyst for the studio culture, aiding the team to collaborate more effectively, keep them motivated and happy, and help to create a truly great experience of working for, and with, MMMultiply.

Working with the Directors, you will also be involved in implementing the marketing strategy and help in the generation of new business. You will help manage and organise the social feeds and channels and online presence as part of a wider Marketing Strategy.

### Experience

- Minimum 3 years experience as Studio Manager in a creative agency or client-side environment
- Delivery of ATL campaigns across a range of media
- Background in marketing and new business beneficial

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**MMMultiply Ltd**  
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mmmultiply.com

Company No: 07563559

July 2018



Responsibilities

Studio Management

- Manage full studio schedule and resource
- Create project timelines, book meetings and manage process accordingly
- Clearly communicate project requirements to both clients and creative team
- Manage delivery of ATL campaigns including, digital, DOOH and print
- Coordinate film and still shoots
- Provide support to the Directors and Creative Team throughout projects
- Assist in on-boarding new members of the team
- Manage team members professional development and training
- Assist in team appraisals
- Manage annual leave and freelance cover
- Help define and document company process

Office Management

- Ensure smooth day-to-day running of the office
- Manage studio supplies - food, stationery, communication systems and IT
- Manage petty cash, process receipts and expenses
- Keep the studio space client ready at all times

Culture

- Plan and event manage team socials
- Organise creative outings
- Chair regular company meetings
- Help manage studio RxD (Research & Development)

Marketing

- Oversee social feeds and channels
- Maintain company presence online
- Help develop marketing strategy in line with company objectives
- Stay aware of the latest developments and trends in advertising and marketing

Soft skills

- Excellent verbal and written skills
- Keen self-starter, showing initiative across the role
- Strong problem-solving abilities
- Able to effectively work with a team with different skill sets
- Adaptable and a quick learner, eager to expand skillset
- Understands the creative process and client needs
- Excellent time management and organisational mindset
- Able to clearly communicate needs to team members and clients
- Lead by example and actively take responsibility for work
- Good strategic thinking



## About MMMultiply

MMMultiply is a design-led branding and advertising agency based in London. Founded in 2012 by Peter Aldridge and Michael Pearson to combine almost 30 years experience creating brand and campaign material for film, television and beyond.

We like to think big, no matter how small the brief, continually pushing the limits of our clients expectations, and always striving to see beyond the ordinary.

We are a small team of dedicated creatives with one thing in common - a desire to constantly exceed expectations.

Conscientious, meticulous, obsessive and open-minded, from the biggest picture to the smallest detail, we strive to channel our unending passion for creative into producing engaging and successful work.

## A MMMultiplier is...

- Polite and professional
- Approachable and helpful
- Conscientious and meticulous
- Positive can do attitude
- Always learning and sharing knowledge
- Open-minded
- Level headed and calm under pressure
- A good listener
- Enterprising, a self starter
- Confident in their ability
- Passionate about design culture
- A lover of films, music, and the arts

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