

Kinetika

ROLE DESCRIPTION

Position:	Design Studio Co-ordinator
Contract type/length:	2 days per week, up to 50 weeks per year
Rate:	Freelance - £100 per day
Reporting to:	Business Manager and Artistic Director

Summary of post

Kinetika is moving to a new stage in its development and 2019 brings a focus on bespoke commissions, workshops and sales of silk and products. This is a new and exciting development and the offer is unique to Kinetika.

The Design Studio Co-ordinator will have an important support position within the company, working closely with the Artistic Director and Business Manager to develop the studio use, products and activities.

The post will be based in Kinetika office and studio at High House Production Park, Purfleet. It may be necessary from time to time, to work remotely at a community workshop or project culmination event.

Key Responsibilities

1. Working with the Artistic Director, co-ordinate the Studios core activities – bespoke commissions, workshops, sale of silk and products.
2. Co-ordinate the use of the studio (including equipment prep) for projects and commercial workshops/commissions.
3. Oversee workshop bookings and payments.
4. Develop the sale of silk, Kinetika products and hire of existing carnival costumes and props.
5. Ensure the studio is stocked with required materials and supplies, checking and arranging maintenance as required.

Detailed Responsibilities

Bespoke Commissions

- Co-ordinate the making requirements of Kinetika projects and commissions - from maintaining studio stock and ordering materials, to scheduling and supporting delivery of making production

Workshops

- Manage the studio workshop program, helping to develop the offer and schedule.
- Working with the Business Manager, establish and maintain a booking and payment system for the programme of forthcoming workshops.
- Assist at Kinetika events as required.

Sale of Silk

- Co-ordinate the distribution of silk orders, manage stock levels and re-order as required.

Sale of Products

- Create a display area in the studio for our exclusive silk products.
- Monitor stock levels and handle distribution of product purchases.
- Assist with setting up product design meetings, scanning designs and licensing agreements with artists as directed by the Artistic Director.

General

- Feed into the content of the website, updating the site as required.
- Attend team meetings as required.
- Work with the Artistic Director and Business Manager to develop an itinerary of existing stock for hire and establish a hiring system. This will also include ensuring costumes and flags remain in a suitable condition for use,
- Ensure functional studio equipment and materials are adequately supplied, and items are maintained and used in accordance with Health & Safety regulations and COSHH guidelines.
- Keep the studio and stock room clean, tidy and in line with current health and safety practices.
- Any other duties that may be reasonably required of the Design Studio Co-ordinator function.

Person Specification

Essential

- Experience of co-ordinating making requirements of projects from a knowledge of design and make.
- High level of IT competence with Microsoft Excel, Word and Outlook.
- Ability to work independently and to use initiative.
- Proven commitment to working in an arts environment.

Desirable

- Previous experience within an arts organisation.
- Experience of updating web content.
- Experience in the textile industry.
- Proven commitment to silk design and community projects.
- Driving Licence and ability to drive a van.

Application Process

Interested candidates should email a copy of your CV along with a short covering letter outlining what you feel you could bring to the role.

Contact: Donna Plakhtienko, Business Manager

Email address: donna@kinetika.co.uk

Telephone: 01708 202846

Closing date for applications: Friday 29th March 2019, 5pm

Please note that interviews will be held on Thursday 11th April 2019.