

Studio Manager / Project Manager

10 Creative is looking for a studio manager / project manager.

We are a strategy-led branding agency, specialising in pioneering startups and scaleups and are looking for a person to make our processes as perfect as our output.

Could this be you? Can you manage a group of hugely talented creatives to ensure our clients get the best work delivered in the most efficient fashion? We are growing fast and, due to our success, we are looking for a central person in our agency who can organise us and help us achieve our goals. This is a new role so we want someone proactive who can really make it their own.

We are seeking someone to manage the internal operations of our agency. This requires mastery over three skills – understanding what our clients want, understanding what the agency has the capability to produce within a given time frame, and working with everyone involved to ensure that our clients receive final delivery of a high quality product on time and within a manageable workload for the team. In addition to these key roles, in some instances the project manager will also engage in some client facing conversations to update them on timings, process of the project etc.

We would be particularly interested to hear from someone with experience of working with Agile or other methodologies, and / or with experience of working in a design or startup environment. However, these are not essential.

This is for a long term contract with flexibility as to a full time / part time role.

You must have the following essential skills:

- Highly motivated with an entrepreneurial attitude.
- Responsible for scheduling, planning, executing and closing projects
- Managing day-to-day operational aspects of all projects going through the agency
- Optimising team's productivity and quality of agency offering
- Excellent communication and stakeholder management skills, both written and oral.

- Ability to interact with clients and partners.

If you are interested in working in an incredibly fast-paced, fun environment with some of the most exciting startups in Cambridge then this could be the perfect opportunity for you.

A bit about us

We are a small bunch of creatives based in central Cambridge working on strategic branding specialising in startups and scaleups, mainly in the tech sector. We're working in a fast-paced world and are constantly learning new things to make sure we understand how our clients aim to be the best in their fields. We work with the world's most innovative companies, we pride ourselves on our high quality of work as well as our love of learning. We are always pushing our boundaries.

On Fridays, between working hard, we celebrate a week of creating amazing things. We try to go out for (or order in) a damn good lunch together and grab a few drinks when the office closes. This is where we plan our zombie apocalypse strategy, play some board games or just talk like normal people.

This role will suit part-time or possibly full-time with 25 days holiday (or pro rata) plus bank holidays.

Salary

£24,000–£30,000 per annum (or pro rata for part-time), subject to conversations with the right person.

Contact

If this interests you and you think you'd fit the bill, we would love to hear from you. Please do get in touch with a covering letter and CV. No agencies please.

Get in touch via: [**careers@iocreative.co.uk**](mailto:careers@iocreative.co.uk)