

Studio Manager - Greg Williams Photography

Term: Full time

Hours: Monday to Friday, 10am - 6pm (plus additional hours during busiest periods).

Salary: £ 35k

Location: Mayfair, London

Holiday: 28 days (including bank holidays)

We are ideally looking for an immediate start but can be flexible for the right candidate.

About Us:

Greg Williams Photography is looking for a full-time Studio Manager.

A hardworking and unflappable teammate to play a central role in the smooth-running of this fast-paced, exciting business. The candidate will need skills and experience in managing a freelance team, tight deadlines, quick-turnaround content, strong organisation skills and excellent time management skills. You will be responsible for the successful day-to-day operations of Greg's busy studio in Mayfair, acting as first point of contact for enquiries, overseeing a very busy calendar, travel arrangements and logistics around film festivals and awards.

The right candidate will provide excellent administrative support across all areas of the business including production, publishing, & social media.

- Production (photography and motion); working closely with Greg's manager/ Producer. Should have at least 12 months experience in a busy production environment.
- Hollywood Authentic; support across all aspects of the brand and specifically fulfilment (coordinating the delivery of the magazine four times/ year).
- Social media; a lead role in coordinating the social team across all our platforms (GWP, Hollywood Authentic, GGrip) and delivering an established social media strategy. Must have clear interest in social media and a good working knowledge of current trends. Some experience of managing social media accounts within a professional context would be beneficial.

Essential skills/experience:

- Previous experience in a similar role.
- Good working knowledge of social media.
- Excellent organisation skills and time management.
- Accustomed to working in a fast-paced, deadline driven environment.
- Great interpersonal skills.
- Ability to work independently.

Desirable skills/experience:

- Knowledge of the film industry and production.
- Experience in handling an extensive archive.
- Proficiency in Adobe suite.

To apply please send your CV with subject line: 'GWP Studio Manager Application' to studio@gregwilliams.com