

Job Description

Job Title:	Studio Director
Office Location:	Max Rollitt Ltd, Avington, SO21 1DA
Hours:	Full time - 37.5 hours per week
Reporting to:	Max Rollitt
Direct reports:	Senior Interior Designer, Marketing & Sales Manager, Finance Manager, Antiques Manager
Salary:	Competitive

Job Purpose

The Studio Director is a key leadership role with strategic and operational responsibility for leading the Max Rollitt studio, maintaining a positive and collaborative working environment and, together with a diverse team working across the Max Rollitt Group of businesses – Interior Design, Antiques and Bespoke.

The role will work in partnership with the Director of Bespoke ensuring a holistic approach to the three strands of the business.

The role will ensure the smooth running of the studio in respect of all HR, office culture, finance, and operations. Working closely with the owner/director and the senior team, the role is integral to ensuring good intercompany communication, and effective and sustainable working practices.

Main Duties and Responsibilities

Leadership, strategy and business planning

- Oversee overarching business planning and strategy for Interiors and Antiques with the Owner/Directors working in partnership with the Director of Bespoke to ensure a holistic approach to the development of all three business strands.
- Working with the team, prepare bi-annual company-wide presentations on specific business activities including a review of performance.
- Lead on the dissemination of industry best practices back to the wider team.
- Deputise for the Owner/Director where necessary.

Operational

Overall business

- Effectively overseeing work streams in each strand underpinned by a sound staffing structure, roles and responsibilities and clear decision-making framework under the creative vision of Max Rollitt.

- Line management responsibilities with 4 direct reports.
- Overseeing operations offering support and guidance to the team as required to facilitate the smooth running of the office/showroom/warehouse.
- Develop effective flow of communication between Interiors/Antiques and the Bespoke side of the business and through to the wider team.
- Promote transparency and good communication by providing regular updates to the team at the weekly team meeting in relation to HR, financial or operational matters.
- Monitor effective project management ensuring projects are appropriately budgeted for, are well managed and delivered on time and on budget.

Financial management

- Oversee all elements of finance working closely with the Finance Manager to ensure the maintenance of accurate and up to date financial information, including budgeting and forecasting in line with the business planning process.
- Maintain oversight of fees and charges for Interiors, ensuring information is translated into projections and cashflow accordingly.
- Quarterly meetings with the Owner/Directors monitoring and signing off management accounts with the Finance Manager.

Brand & marketing

- Working with the Owner/Director and the Marketing and Sales Manager to shape and define brand and marketing activities; ensuring they deliver against the commercial needs of the business whilst balanced against the values of the Max Rollitt brand.
- Working with the Marketing and Sales manager to develop the marketing, sales and PR strategy across Interiors and Antiques

Resourcing

- Identifying and implementing appropriate systems and processes to support delivery across the board where necessary to support sales, logistics and project delivery.
- Optimum people resourcing and regular review depending on workflow and business planning.
- Appropriate space and equipment necessary to fulfil business needs.

People & culture

- Overall responsibility for the staff team working with 4 direct reports.
- Maintain a supportive and collaborative culture underpinned by the company values and behaviours.
- Ensuring the team are kept up to date via clear and open dissemination of relevant company information.
- Initiating the annual review process and conducting reviews with the team; digesting feedback and insights, defining necessary actions, then setting out clear development plans for each member of staff
- Overseeing recruitment - attracting, selecting, retaining, and developing team members, ensuring the business has the right people, skills, and experience to ensure commercial success in a well-functioning structure.

- Responsible for all HR related matters, working with external specialists where necessary using established HR software.
- Liaison with external payroll provider.

Compliance

- Ensuring all business systems are legal and honest underpinned by sound decision making and appropriate behaviours and actions.
- Commit to developing the business' ESG policies and ensure they are implemented in practice.

Skills, Attributes, Experience, Knowledge

- Successful candidates should have a minimum of five years in a senior management role within a small business context, ideally in a design related industry.
- Proven leadership skills in being able to balance strategic thinking and on-the-ground management.
- Demonstrate a high level of emotional intelligence in developing and cultivating rapport working with the Owner/Director, the team, clients and suppliers.
- Skilled at collaboration, working as part of the team whilst being able to demonstrate independent thinking in ideas and decision-making.
- Proven high quality experience of confident client liaison and presentation.
- Excellent verbal and written communications essential in line with the brand, liaising between multiple parties.
- Strong creative appreciation and ability to understand and articulate the Max Rollitt ethos.
- Comfortable and confident working with the Max Rollitt client base, exercising discretion where necessary.
- Proven experience of systems, processes and project management to support a creative/design vision.
- Practical experience of people management with comprehensive knowledge of HR processes, balanced with a nurturing approach.
- Dual skills of top-level oversight coupled with attention to detail.
- Proven experience in identifying and managing commercial risks and opportunities.
- Work well under pressure, being able to multi-task and prioritise effectively.
- Solid problem solving, decision making and analytical capabilities.
- Be flexible in working hours to ensure timescales are met.
- Proven experience of working with Owner/Directors offering a complementary skill set.

Qualifications

The following qualifications are desirable, and representative of the knowledge, skill and ability required to perform the role, but individuals may be qualified by experience in some or all aspects:

- Educated to degree level, ideally in a design/creative related discipline.
- 5 or more years' post qualification experience with proven previous experience.
- Working knowledge of Adobe Suite and Microsoft 365.

Benefits

- Idyllic rural location.
- High quality interior design service and furniture and antiques selling to interior designers and clients all over the world and reputation of excellence.
- Small, friendly team with core values of Trust, Striving for Excellence and Joy.
- Profit share scheme.
- Company Sick pay scheme.
- 28 days paid holiday per year.
- Pension Scheme.
- Bike to work scheme.
- Wellbeing days.