JOB DESCRIPTION

ColourWorks

The Role

Role	Studio Assistant
Reports to	Studio Manager
Location	London

Job Summary

A meticulous and personable Studio Assistant who is committed to maintaining an exceptional operational environment, supporting ColourWorks to produce work and events that we can be proud of. You will be self-motivated with a passion for premium client hospitality, live events, and creative studio production. An ability to work under pressure with a collaborative, proactive attitude is required. This role requires strong technical proficiency, exceptional organisational skills, and the ability to maintain the high standards of a busy, high-footfall studio environment with minimal supervision.

Key Responsibilities

Operations & Space Management

Partially responsible for opening and closing the ColourWorks studio space.

Works across a higher volume of busy studios, ensuring all spaces remain ready and up to the ColourWorks standard.

Independently handles studio upkeep (painting, polyfilling, drilling) for the studio space, managing a higher frequency of maintenance needs where needed.

Works from floorplans to lay out event furniture, staging, bars, and registration desks.

Maintains strict compliance with all security and H&S procedures across a large, high-footfall studio environment.

Keeps an eye on fire exits (ensuring event decor isn't blocking them) and monitors overall crowd density.

Knows the exact protocol for guest medical emergencies or building evacuations during high-footfall public events.

Client Experience & Production

Delivers a premium, high-functioning client experience for a larger volume of simultaneous internal and external productions, acting as 'the front of house' of the ColourWorks space.

Assists with troubleshooting complex client requests and knows when to escalate.

Coordinates the end-to-end process of studio assisting and liaising with internal/external production companies and clients on shoots in the ColourWorks space.

Logistics & Assets

Helps to manage a large inventory of studio and production equipment and stock, as and when needed.

Assists with the delivery of production equipment to location shoots with the lighting team.

Sets up and tests wireless microphones, PA systems, background music playlists, and projectors or LED screens for client needs.

Commercials & Bookings

Provides administrative background support to bookings, maintaining strong attention to detail regarding incoming shoot schedules.

Assists on-site with basic operational and logistical setup for events hosted within the ColourWorks studio space.

Leadership & Team Effectiveness

Demonstrates a high level of organisation and the ability to juggle multiple workloads independently in a fast-paced environment.

Essential Skills & Requirements

Experience setting up basic AV equipment like microphones, PA systems, and projectors.

Comfortable with hands-on studio maintenance including painting, drilling, and moving event furniture.

Strong front of house and hospitality skills to deliver a premium experience for multiple clients at once.

Excellent organisational skills to independently manage a busy workload and administrative tasks like shoot schedules.

Solid understanding of health and safety protocols, crowd monitoring, and emergency procedures.

Reliability to handle opening and closing procedures with a flexible approach to event and studio hours.

A proactive, collaborative attitude with strong judgement and problem-solving skills on when to troubleshoot or escalate issues.

To Apply

Email your CV to info@colour-works.com with the subject line “Studio Assistant Application”.