

Thornback & Peel Apprenticeship

Job Description

Job title:	Apprentice
Reports to:	Emma Shipley (Studio Manager) & Louise Gibbs (Retail Manager)
Salary:	£10452.00 per annum
Holiday:	23 days plus public holidays
Contract:	30 hours per week, 12 Month Fixed Term from March 16. Occasional overtime / weekend events with time-off-in-lieu

Job Role

This post offers an exciting opportunity to join a small, dynamic team within a creative business. We are looking for someone who is energetic and hardworking, with good attention to detail. The role will be split between working alongside our studio team at Cockpit Arts, Northington Street and working alongside our retail team in our shop based in Rugby Street.

As part of this position you will be required to undertake an Advanced Apprenticeship in Business Administration. The qualification will be delivered by Westminster Kingsway College who will allocate an assessor to assist with the gathering of evidence for your qualifications. You will be required to attend the college for Functional Skills and Portfolio sessions that will be discussed with your assessor once starting the role.

Professional Development

Supervision and support will be provided throughout the apprenticeship including an in depth induction, regular one-to-one sessions, weekly team meetings, and development reviews.

Main duties and responsibilities include:

Studio: Working alongside our studio team and studio manager (Emma Shipley)

- Stock management, including stock take
- Packing up and sending out trade orders
- Quality control and heat pressing
- Studio management including keeping the studio clean and tidy
- Running errands

Shop & Online: Working alongside our retail manager (Louise Gibbs)

- Stock management, including stock take

- Packing up and sending out trade orders
- Quality control and heat pressing
- Shop management including keeping the shop and backrooms clean and tidy
- Running errands

Marketing: Working alongside our social media manager

- Researching and updating contact lists
- Producing press packs
- Researching the market and our competitors
- Working on the social media plan to create content: creating gifs and taking photos in the studio and the shop.

General:

- Support during Trade Shows, Open Studios and other events including painting plinths etc.
- Data input
- Updating pricelists, descriptions of work etc.
- General administration duties, including sending emails, maintaining filing systems and running errands such as posting packages.

Person Specification

Essential

- Being flexible with a positive / enthusiastic attitude and hands-on approach
- A strong desire to pursue a career in the creative sector
- Strong communication skills (oral and written) and a keen attention to detail
- Good organisational skills and timekeeping