



Our passion is creative upholstery....

Studio Assistant

Full Job Description

Demonstrations & Knowledge

Supporting the Tutor team across their AMUSF classes with the following:

Sewing techniques

Exercise pieces and keeping an eye on what has been returned and marked

Research project resources

Cuts, corners and folds techniques

Knowledge of tools and materials and their purpose of use.

Traditional & Modern processes on the AMUSF (or similar) syllabus.

Awareness of how to make the roles for the tutors and admin more efficient.

Induction training

Welcome introduction to new students

Induction into how the space works

Delivering induction to tools and machinery - safety features, common 'tricks' for use and correct storage

Building's safety talk & tour

Demonstrating sewing techniques and how machines work. (Support the sewing zone)

Fabric books, resource books and tools are not to leave the premises - ensure the library and tool kits remain intact.

Administration

Assisting tutors with marking & assessment

Writing up assessment forms ready for verification

Preparing Assessment forms for marking

Ensuring all students have registered with AMUSF

Using google drive shared folder system to access the Scheme of Work, prepare/print out, or send out student handouts for the tutors

Communicate with the tutors as to the pace of the syllabus and if they are running on schedule.

Take care of hot bench bookings with studio coordinator

Passing tools and materials order forms to the admin team for invoicing.

Leisure Class and Joseph Studio

Manage the leisure class bookings from listing online, keeping tabs on booking numbers and working with Studio Coordinator on any marketing needs

Using the calendar to prepare materials and tools for Teach Team in evenings and weekends - working closely with Studio coordinator.

Recruiting and inducting Teach Team members.

Booking tutors for leisure classes well in advance of delivery.

Prepare the space for lessons and one-off masterclasses.

Creating practical learning resources, filing, and sharing.



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Organisation

Using the Scheme of Work to prepare tutors for their classes, assessment, and verification.
Design and installation of efficient organisational systems for both administrative and practical activities within the workshop environment.

Organised storage of stock

Organised storage of tools - ensuring all are present and in good condition after each class.

Making changes to processes that do not run smoothly

Devising rules and communicating them/ensuring they are practiced day-to-day.

Adjusting and being flexible to 'make the space work' temporarily for special events, summer schools etc.

Checking sewing machines are threaded correctly and helping students to change thread colours/ feet when necessary

Cleaning

Overseeing the cleanliness of the workshop and shared spaces. (Kitchen/bathroom/dining area)

Ensuring all cleaning tools are in place and available for students to clean up after themselves

Ensure all cleaning products are available and in stock - order if not.

Ensure tutors emphasise cleaning as part of their classroom management and report any frequent below standard to Studio Coordinator.

Waste management & recycling

Ordering & Deliveries

Stock take

Ordering materials in time for classes

Ordering specialist one-off materials

Overseeing the delivery of materials

Storage of materials

Preparation of materials for classes. E.g., Footstool packs, PK Armchair packs, Box foam and materials etc.

Ensure Studio Coordinator knows to invoice students for materials

Maintenance & repairs

Signing in and out of student toolboxes

Maintaining staple guns - regular oil etc

Maintaining compressors and airlines

Maintaining sewing machines - oil and tightening. Training can be provided by engineers for them to carry out on regular basis

Keep maintenance log

Maintain tables, workshop benches and stools



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Health & Safety

Ensure the Studio is compliant and those using the space are aware of their role across the following areas:

COSHH

Safe use of machines

Safe use of classroom

Safe use of storage

Installing signage

Ensuring clear corridors and fire exits.

Building safety induction

Fire safety & procedures

Ensure security of the space.

Ensure appropriate lockers are used for storage daily - assigning a student with a locker and toolbox kit for their study year duration.

Lost property.