

**BroadwayMalyan<sup>BM</sup>**

**Studio Manager  
London**

*Candidate Information Pack*

# We are looking for a Studio Manager

Broadway Malyan is a renowned international architecture and design practice known for its innovative approach to creating remarkable spaces. With a global presence, we specialise in masterplanning, architecture, and interior design, crafting transformative environments that inspire and enrich lives. From iconic buildings to sustainable urban developments, Broadway Malyan is committed to pushing the boundaries of design excellence and shaping the future of the built environment.

As an employee-owned practice, we can create an inclusive culture where everyone has a strong sense of engagement and shared responsibility in the future of our business. We are committed to investing and inspiring our people, so we can attract and retain the best talent to strengthen our reputation as both a design practice and an employer of choice.



**Phil Stone**  
*Practice Principal, Broadway Malyan*



**We design cities,  
buildings and  
places with a  
strong sense of  
identity and place.**

# Creating inspiring places

## The position:

The **Studio Manager** plays a pivotal role in nurturing our studio's heart and soul, focusing on creating an environment where creativity meets community. This role is tailor-made for someone who thrives in fostering relationships, celebrating diversity, and building a culture of inclusivity and belonging. You will be the go-to person for not just administrative support but also for enhancing our studio's vibrancy, ensuring every team member feels valued, connected, and empowered.

This is a full-time on-site role for a Studio Manager at Broadway Malyan located in London, next to Waterloo Station. The Studio Manager will be responsible for overseeing day-to-day operations, managing the studio team, maintaining client relationships, coordinating projects, and ensuring the smooth running of the studio.

**Location:** London

## Roles and Responsibilities:

### Culture & Engagement:

- Lead in organising and executing studio events that bring our team together, ranging from social gatherings to special presentations, fostering a sense of community and collaboration.
- Spearhead seasonal celebrations and decorations, ensuring our workspace reflects the creativity and spirit of our team.
- Champion our commitment to a vibrant work culture by maintaining lively and dynamic common areas, including the sample/model-making spaces, ensuring they are inviting and inspiring.

### Administration & Support:

- Manage travel arrangements (flights, hotels, trains) and ensure necessary documents (visas, passports) are up-to-date, enabling smooth and stress-free travel for our team.
- Serve as a friendly first point of contact for external calls and visitors, exemplifying our studio's welcoming nature.
- Handle secretarial tasks with efficiency and a keen eye for detail, including but not limited to drafting documents, proofreading, and managing data, contributing to our studio's professional and organised image.



## People Operations:

- Conduct comprehensive inductions for new starters, introducing them to our culture, facilities, and teams, making them feel at home from day one.
- Coordinate and maintain staff records, including photos, contact data, and movement sheets, ensuring everyone is recognised and easily reachable.
- Play an active role in the HR functions, from recruitment to managing contractor agreements and facilitating annual reviews, supporting our studio's growth and ensuring a happy, healthy workplace.

## Skills & Qualifications

- Passionate about creating and maintaining a positive work environment
- Strong organisational and problem-solving abilities
- Strong administration skills
- Excellent interpersonal and communication skills
- Experience in the architecture, urbanism, or design industry would be an advantage
- Proficiency in relevant software and tools

## Why Join Us?

Join our team as the Studio Manager and be at the heart of creating an inspiring, inclusive, and dynamic workspace. You'll have the opportunity to make a real impact on our studio's culture, helping us to not just produce great work, but to also be a great place to work.



# Application and Recruitment Process

As an equal opportunities employer, Broadway Malyan Limited is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Broadway Malyan Limited.

If you are interested in this vacancy, please send your CV to **recruitment@broadwaymalyan.com** quoting the relevant job title in the subject line.

You must have the right to work in the UK to apply for this vacancy.