

## Engagement/Studio Assistant

**Company:** Graham Leigh Architecture

**Location:** Pawleys Island

**Job Type:** Full Time

**Date Available:** 5/1/2022

Graham Leigh Architecture (GLA) is seeking a motivated and passionate emerging professional to join our creative and collaborative team and assist in supporting the day-to-day management and administrative aspects of our studio. As a small firm, versatility and flexibility are keys to our success, so qualified candidates should possess a strong ability to adapt and respond to the task at hand, assisting others when needed but also being capable of taking initiative and leading as needed.

Our engagement assistant will have a passion for art, architecture and art management and be detail oriented and pro-active overseeing operational and creative tasks.

Primary operational tasks are: accounting prep working with bookkeeping/accountant, file systems creation (digital and manual), importing and maintaining client database, basic scheduling using Microsoft Office and other shared calendar and team organizing platforms. Primary creative tasks include assisting with project management on studio project both art and design related, fabricate artworks, assist with production and post-production of artworks, manage websites and social media, coordinating with upper studio management on administrative and creative tasks.

Knowledge of Adobe Creative Suite given priority, experience with AutoCAD or other drafting or 3D programs is a plus. It is preferred that a candidate shows an interest in art and design and business administration associated with both disciplines, and the ability to convey and execute ideas in a visually captivating and clear method. At GLA, we take our work seriously but enjoy a fun and a relaxed atmosphere, so someone with similar workplace values would be ideal.

This role also supports the GLA studio in community outreach efforts and special projects. The Engagement Assistant works with Engagement Manager and must maintain the confidentiality of marketing and sales information, database files, financial statements, web statistics, and other sensitive data.

Graham Leigh Architecture is a creative studio practicing architectural design and nurturing an emerging art and creator studio, which includes developing outreach in the Architecture and STEAM education fields, as well as promotion of artists in the GLA Studio and local and national artists.

**Administrative Assistant Qualifications / Skills:**

Managing processes  
Developing standards  
Promoting process improvement  
Tracking budget expenses  
Excellent people skills  
Reporting / attention to detail  
Supply management  
Inventory control

**Qualifications**

College degree or equivalent, preference given to those enrolled/graduated in art and/or design study or field.

Entrepreneurial spirit with willingness to learn new skills.

Specific industry experience preferred

Proficient with Microsoft Office software and basics of Quickbooks, and Adobe Design Suite experience is a plus

Priority to proficiency in digital photography/artwork documentation and image editing software.

Dynamic communication skills.

Ability to collaborate and support others when needed.

Ability to work dynamically on multiple projects at once.

Ability to lift 50 pounds and be comfortable on ladders or using power tools.

General knowledge and interest in galleries, art collections work and art education.

**Compensation and Hours**

This is a part-time position consisting of a 20 hour work week at a range of \$17- \$19.00 per hour. Working days to be determined with potential to go full-time.

**How To Apply:** Work with us in Pawleys Island, SC

Contact:

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