

CRAFTY MONKEY

JOB DESCRIPTION

Studio Assistant



- Seeking enthusiastic, pro-active, quick learning team-player with can do attitude
- Needs the right attributes & transferable skills - Not expecting pottery studio experience
- Ideally experience in digital marketing (formal or informal)



Full Training



14-30 hrs a week



Need own car



Potential to do course



Dependent on Experience

ABOUT US:

Crafty Monkey is an established Pottery Painting, Build a Bear and Craft Studio based in St. Neots. We're popular with customers of all ages and abilities. It's a great place for people to explore their creativity with friends; have relaxing family fun or make keepsakes with their babies hands and feet. We're a popular birthday party and hen do venue that holds pottery and craft-based workshops. We also attend schools, baby groups, corporate team building, events etc.



Based in St. Neots



Art & Creative Environment



Pottery Painting



Pension Scheme



Friendly Team

THE ROLE:

Excellent customer service is at the heart of Crafty Monkey so the candidate will be expected, after training, to provide a prompt friendly service and create a great Crafty Monkey experience for our customers. They will need to tick these boxes:

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|---|--|--|--|
| <input checked="" type="checkbox"/> Pro-active | <input checked="" type="checkbox"/> Good time management | <input checked="" type="checkbox"/> Multi-tasker | <input checked="" type="checkbox"/> Art skills |
| <input checked="" type="checkbox"/> Team player | <input checked="" type="checkbox"/> Attention to detail/Accurate | <input checked="" type="checkbox"/> Enthusiastic/Fun | <input checked="" type="checkbox"/> Imaginative |
| <input checked="" type="checkbox"/> Customer focussed | <input checked="" type="checkbox"/> Keeps calm under pressure | <input checked="" type="checkbox"/> IT literate | <input checked="" type="checkbox"/> Good written English |

This diverse role not only includes: assisting with the daily studio tasks like kiln room work, decorating pottery to customers specification, creating window displays, supervising and training junior staff, arranging and attending outside bookings, stock management, studio maintenance and some administration tasks. Another element of the role is assisting our marketing apprentice to promote and market our offerings. Using your creative skills, you will deliver digital fun creative content using a range of techniques, across channels including websites and social media. Depending on aptitude and experience this may involve:

- Creating Reels and TikToks that are reactive to the latest trends
- Posting daily stories and posts to our social media channels
- Running competitions and giveaways
- Email marketing using Mailchimp
- Writing blog posts
- Updating and marketing our Etsy shop
- Planning and promoting art and craft workshops
- Using Canva to design posters, flyers and promotional posts
- Update the website and online shop and learn to utilise SEO techniques
- Engage and build relationships online with customers

WORKING HOURS

A typical day would be 9.30am - 4.30pm with a 30 minute break. Will involve working weekends (1-2 a month)

Up for the challenge? Send us your CV with a covering email to info@mycraftymonkey.com