**Key Responsibilities:**

**Operational Management:**

* Oversee the day-to-day operations of the studio, ensuring smooth functioning and adherence to established standards.
* Manage studio resources effectively, including equipment, facilities, and staff, to optimize productivity and workflow.

**Team Leadership:**

* Provide leadership and guidance to studio staff, including hiring, training, scheduling, and performance management.
* Foster a positive and collaborative work environment, encouraging teamwork and professional development among team members.

**Client Relations:**

* Act as the primary point of contact for clients, addressing inquiries, providing assistance, and ensuring exceptional customer service.
* Build and maintain strong relationships with clients, understanding their needs and preferences to deliver tailored solutions.

**Project Coordination:**

* Coordinate and oversee all aspects of studio projects, from inception to completion, ensuring deadlines are met and quality standards are upheld.
* Collaborate with creative teams, clients, and external vendors to ensure project objectives are achieved within budget and scope.

**Financial Management:**

* Develop and manage budgets for studio operations and projects, monitoring expenses and revenue streams to ensure profitability.
* Identify opportunities for cost savings and revenue growth, implementing strategies to maximize financial performance.

**Quality Assurance:**

* Uphold high standards of quality and craftsmanship across all studio deliverables, conducting regular quality control checks and implementing improvements as needed.
* Ensure compliance with industry regulations and best practices, maintaining a safe and efficient working environment.

**Technology Integration:**

* Stay abreast of emerging technologies and trends in the studio's field, recommending and implementing new tools and systems to enhance efficiency and innovation.
* Provide technical support and training to staff on relevant software, equipment, and processes.

**Reporting and Analysis:**

* Prepare regular reports and analysis on studio performance, including key metrics such as project timelines, resource utilization, and client satisfaction.
* Use data-driven insights to identify areas for improvement and make strategic recommendations for optimizing studio operations.

**Risk Management:**

* Identify potential risks and challenges to project delivery and operational efficiency, implementing proactive measures to mitigate these risks.
* Ensure compliance with legal and regulatory requirements, maintaining appropriate documentation and procedures.

**Qualifications:**

* Bachelor's degree in a relevant field (e.g., Fine Arts, Design, Business Administration) or equivalent experience.
* Proven experience in a managerial role within a creative studio or similar environment.
* Strong leadership and interpersonal skills, with the ability to motivate and inspire team members.
* Excellent organizational and time management abilities, with a keen attention to detail.
* Proficiency in project management tools and software.
* Solid understanding of budgeting and financial management principles.
* Ability to thrive in a fast-paced, dynamic environment and adapt to changing priorities.
* Strong problem-solving skills and a proactive, solution-oriented mindset.
* Excellent communication skills, both verbal and written.
* Flexibility to work evenings and weekends as needed, depending on project requirements.