



## Studio Manager

Kyra TV is a new age TV channel setting the bar for the highest quality of content out there. Our social channels have reached over 250,000 followers since launch in February this year and both our flagship show, PAQ, and our newest show Greatness, have become international phenomenons. The next few months are set to be huge as we continue to expand the PAQ and Greatness franchises and launch our third, highly anticipated show onto the channel.

We are a community of filmmakers, editors, producers and creatives who specialise in creating premium digital-video. We create content that people genuinely **care** about and **engage** with. They are true fans - they tune in every week and engage with us across multiple platforms.

We have a vision and we work hard to bring that vision to life and make it a reality.

### Your Key Responsibilities:

- Support the full team across a broad variety of tasks based in and outside of the office.
- Assist the Finance team by keeping control of company cards as well as ad hoc procurement.
- Maintaining company stationery.
- Assist with the company's HR function by taking ownership of onboarding and offboarding employees and freelancers, as well as keeping personnel records up to date.
- Monitoring staff attendance and TOIL.
- Looking after the health, safety and welfare of all employees by ensuring Health and Safety and Fire Safety regulations are met.
- Implementing and maintaining procedures.
- Manage all incoming and outgoing post and deliveries (together with the receptionist).
- Assist with big client pitches by keeping office looking beautiful and tidy, bringing in catering, making sure music is on, TV screen has correct playlist
- General admin duties when required.
- General office maintenance such as watering plants, ordering food, coffee and beers, liaising with handymen etc.
- Be the point of contact for all office related queries.
- When we move office, and open NYC & LA, you will ensure the office is in line with Kyra culture.

- You will work with a team to organise company weekend aways, socials, Friday presentations, parties etc.
- You will also be asked to help with Kyra screenings for brands.
- Helping prepare for big, important meetings by bringing in catering, tidying office
- Ensuring there is always music playing and energy is high in the office

#### Your Skills:

- Incredibly organised and never miss a beat.
- A people person and love working in a tight team.
- A good communicator with a friendly and positive personality.
- A good all rounder with a solid knowledge of office management and hospitality able to take the initiative and develop their own ideas to make improvements.
- Ability to keep a cool head under pressure, and work quickly and accurately in a fast-paced environment.
- Ability to adapt to last-minute changes in schedules and plans.

#### Requirements:

- Having previous experience in an office environment is a bonus but not necessary.
- An understanding of the Kyra culture and brand is essential. We have a unique identity that makes us stand out from the rest of the new-age media publishers. You will be able to embody who Kyra is.
- You should have a general knowledge of and passion in a wide range of cultural verticals.