



Studio Coordinator

At ZeroLight we live by four key values – innovation, quality first, collaboration and market focus. As the Studio Coordinator, your position will incorporate these values and play a key operational role within the ZeroLight team. This is an entry level role that will support the Studio Manager whilst working with initiative to run a busy technology studio.

As Studio Coordinator, you will take responsibility for the facilities and studio administration within our award-winning, state of the art studio [LiveWorks](#), based on Newcastle's famous Quayside. To read more about the studio and our unique company culture please visit our [Life @ ZeroLight](#) blog.

THE ROLE

- Continually suggesting changes and improvements to the day to day operations of LiveWorks.
- Supporting the Studio Manager with all facilities and operations throughout the LiveWorks studio.
- Responsible for all aspects of ZeroLight reception including answering calls, accepting deliveries and greeting visitors.
- Management of all international and domestic post and courier requirements.
- First point of contact for all visitors, issuing security badges, coordinating diaries and ensuring that meeting rooms are booked, presented to a high standard and appropriate refreshments are set up and served.
- Daily studio checks, making sure that all studios are fully equipped and operational. Ensuring that Live Works is always shown to our highest possible standard. Reporting and rectifying any faults and issues.
- Responsible for operating ZeroLight's Terrace bar facility for employees, ensuring all stocks are replenished and regular orders are placed and distributed, making suggestions for changes based on feedback and stock levels.
- Assisting the Studio Manager with company travel including sourcing and booking hotels, assisting with airport transfers and additional logistics
- Responsible for all ad-hoc administration as and when required.

THE PERSON

- Enthusiastic about providing the best possible environment and service to employees
- Keen to learn and use initiative to work autonomously.
- Keen eye for detail.
- Willing to take on a range of diverse tasks to develop understanding of the business and its facilities.
- Confident communicator when dealing with employees, clients and guests.
- Proactive – knows what needs to be done and how to organise time to ensure the day runs smoothly.
- Positive approach to all tasks, seeing all as part of the bigger picture of employee engagement and client interaction.
- Interest in developing facilities, able to present ideas and implement these through action.

THE BENEFITS

- Brand new state of the art studios on Newcastle's famous Quayside.
- Fully fitted kitchen area with high spec coffee machine.
- Free fruit, healthy snacks, soft drinks, chocolate and crisps.
- Up to two-hour lunch break.
- Lunchtime activities including running club, badminton league and swimming.

- Recreation area with pool, table tennis and an outside terrace overlooking the River Tyne.
- Well stocked beer fridge for after work drinks.
- Wide range of activities including Board Games night, ZeroLight Quiz, themed parties and group outings organised by our ZLSocial group.
- Book share scheme.
- Opportunities to present University technical talks and speak at local events.
- Cycle to work scheme (with showers in the studio!).
- Contributory Pension Scheme with Royal London.
- Life Assurance Scheme.
- Childcare Voucher Scheme.
- 25 days holiday rising to 30 days on length of service, and all bank holidays.
- Extra free days holiday at Christmas to ensure a long break over the festive period.
- Official ZeroLight Events including Friend & Family Day, Summer Day and our famous all expenses paid Christmas Party.
- Access to external training, mentoring, travel opportunities and conference attendance.
- Ongoing performance management via our ZLTalent platform with regular reviews and feedback and clear development pathways.
- Annual salary review.
- Free eye test and contribution towards glasses.

To apply for this position please send your CV and Cover Letter to careers@zerolight.com