THE ROLE

The Studio Team collectively ensures the smooth and efficient running of Feilden Fowles' spaces and systems, supporting the wider team and nurturing the studio culture. The Studio Assistant is an integral part of this team, working closely alongside the Practice Coordinator and Practice Manager, and central to the day-to-day operations of the London studio.

The role requires an individual who understands the expectations and demands of a busy working studio, and who can demonstrate a hands-on attitude, adaptable and approachable nature, whilst carrying out both administrative and practical tasks in the space. They will be responsible for hosting internal and external meetings and events, including some out-of-hours events. The role encompasses PA responsibilities, so prior experience in a similar role would be advantageous but is not essential.

The ideal candidate will be an excellent communicator and conscientious team player, with the ability to manage and prioritise a multitude of tasks calmly and professionally, often under pressure. They will be organised, reliable and proactive, with the confidence to use their initiative to problem solve and anticipate needs, within a supportive environment.

ABOUT FEILDEN FOWLES

Feilden Fowles is an award-winning architecture practice based in Waterloo, London, founded in 2009 by Fergus Feilden and Edmund Fowles. Our team of 30 deliver exceptional projects across a range of sectors spanning Education, Arts and Culture, Workplace and Heritage. We have a dynamic, energetic, and inclusive culture based in our unique, award-winning studio and garden setting.

THE DETAIL

Role title: Studio Assistant
Role advertised: 17 November 2026
Deadline for applications: 1 December 2026

Place of work: 8 Royal Street, London, SE1 7LL
Hours of work: 40 hours per week, full-time
Contract type: Permanent
Reporting to: Practice Coordinator
Salary: aligned with London Living Wage

Key Responsibilities - include, but are not limited to:

Studio Assistant & Front of House

- Take responsibility for the day-to-day running of the studio, and maintain the presentation and function of spaces and facilities

- Provide a welcoming and professional first point of contact for clients, collaborators, suppliers and guests who attend the studio
- Be responsive to the fast-paced and changing needs of the team; take a hands-on and solutions-focused approach to day-to-day challenges, and get stuck in to resolve general studio queries as they arise
- Manage the studio diary and shared meeting spaces; arrange bookings, prepare spaces, and supply refreshments for project meetings, team events and guest visits
- Receive incoming calls, deliveries and general enquiries, maintain the shared studio inboxes and ensure all correspondence is dealt with appropriately
- Organise travel bookings and courier arrangements on behalf of project teams and for general studio operations
- Monitor and manage the procurement of studio supplies, including stationery and staff refreshments, within set budgets
- Upkeep, repair and schedule required maintenance of the physical spaces, and manage relationships with related suppliers, service providers and contracted cleaners
- Manage studio storage and filing, and maintain tidiness and organisation across the space, model shop, sample and book libraries
- Implement and improve set systems to facilitate the work of the wider architectural team, and support the presentation and curation of the physical spaces
- Assist with recruitment admin and the onboarding and setup of new team members
- Support with the organisation of social events, including team celebrations, birthdays and away-days

PA to the Directors

- Provide one-to-one PA support to the Directors, tailoring administrative and organisation styles to their individual needs and ways of working
- Manage diaries, inboxes, and meeting arrangements
- Coordinate travel and accommodation, both domestic and international, processing tickets and associated expenses
- Support with the production of physical and digital documentation for project meetings or studio visits
- Provide some diary and travel support to the Leadership team, as required
- Always maintain confidentiality

Event Support

- Provide operational support for a programme of approximately two internal / external events per month, hosted within the studio
- Act as the main point of contact for external partners and guests on site
- Liaise with organisers and external partners regarding requirements and arrangements
- Plan and deliver against event logistics, including the physical setup of room layouts, equipment, IT, AV and catering

- Host and oversee events, welcome guests and ensure the practice's high standards of presentation are met
- Ensure external users are familiar with relevant health and safety requirements, event arrangements and necessary studio procedures
- Oversee the condition of the studio following events, ensuring all spaces are checked, cleared and returned ready for team use
- Coordinate out-of-hours access and attend external events outside normal working hours where required (where out-of-hours work is required to facilitate events, time will be given back in lieu)

Key Skills:

- Excellent written and verbal communication skills
- Proficiency in Microsoft Office 365, particularly Outlook
- Familiarity with Adobe Creative Suite
- Ability to prioritise competing tasks and work effectively under pressure, with support
- Confidence in using digital systems and managing multiple diaries
- An interest in architecture, design or other creative industries

Person Specification:

- An understanding of the requirements of a busy creative studio
- Highly organised, conscientious and reliable
- Proactive, self-motivated and able to use initiative
- Friendly, approachable and welcoming
- Calm, professional and confident when dealing with unexpected situations
- An excellent communicator and collaborative team player
- Adaptable and willing to support a varied range of studio requirements
- Strong attention to detail
- Discreet and able to maintain confidentiality
- A positive attitude and willingness to learn and develop
- Eligible to work in the UK

WHAT'S ON OFFER

On top of a competitive salary, we offer staff a wide range of benefits:

A nine-day working fortnight policy, enhanced annual leave, enhanced pension and enhanced parental leave provision, paid professional memberships, training budget & opportunities and a cycle-to-work scheme. We also host regular & seasonal team socials, alongside an annual programme of CPDs and programmed lectures & events.

HOW TO APPLY

To apply for this role please send the following to recruitment@feildenfowles.co.uk :

- Digital CV (hard copies will not be considered)
- A brief cover letter including details of your notice period, salary expectations, eligibility to work in the UK and how you heard about this opportunity

Please include the position applied for in the email subject line.

Application timeline:
Application deadline: 1 December 2026. Applications will be continuously collected and reviewed while the advertisement remains open, and we may invite prospective candidates for interview ahead of the application deadline.

Selection process:
Following the advertisement period, candidates will be selected for a first-round interview with the Practice Manager & Practice Coordinator. Successful candidates may then be asked back for a second-round interview to meet one or both of our Directors, before an offer is made.

Equal opportunities:
Feilden Fowles are an equal opportunities employer. We particularly encourage applications from female, non-binary, LGBTIQA+, non-able bodied, Black, Asian, and other Minority Ethnic groups or those candidates who continue to be underrepresented within the architectural profession.

We kindly request that upon submitting your application you consider completing our equal opportunities survey; this will be sent automatically on receipt of your application. All information provided is anonymous and used only for the purposes of helping assess and improve our policies, recruitment practices and outreach initiatives.

If you would like more information regarding how we use and store your information, please refer to feildenfowles.co.uk/careers-privacy/, or get in touch.