



**A NEW
DIRECTION**
We create opportunity



with Bianca Saunders **BIANCA SAUNDERS**

STEP

Bianca Saunders

Studio Assistant

Location of role: East London, E9 6QH
Placement hours: 40 hours per week
Placement length: 12 months
Salary: London Living Wage (£11.05 p/h)
STEP Strand: Fashion & Design

About Bianca Saunders

The Bianca Saunders brand is spearheaded by award winning Designer & Creative Director Bianca Saunders. The brand is in an exciting period of growth following international recognition since its inception in 2017 and was selected by the British Fashion Council as 'One to Watch' in 2018.

The studio team consists of a Production Manager, Production Assistant, Ecommerce

Assistant and Interns, with the capacity to take on design projects and produce two collections a year.

This role would be an excellent opportunity for a passionate individual seeking exposure of a global brand, fast paced design studio with the ability to support Bianca Saunders and the overall brand vision.

Visit our website to find out more:

<https://www.biancasaunders.com/>

About the role

The Studio Assistant will assist and support the Creative Director, by leading on the smooth day to day management of producing the collection and the production for the Bianca Saunders studio. Duties will be relating to stakeholder engagement, vendor management, external & internal communication.

This role is for a hands-on and proactive Studio Assistant, who manages the entire product life cycle. Using technical knowledge, organisational skills and a problem-solving mindset to lead the Bianca Saunders production and manufacturing chain to deliver each season in line with the brand vision, market calendar and financial requirements.

The Studio Assistant needs to have good attention to detail with a luxury point-of-view and a desire to deliver exceptional results.

Tasks & Responsibilities

- Providing administrative support to Bianca Saunders
- Screening inquiries and requests
- Organising diary and coordinating personal commitments as required
- Assisting with post/deliveries
- Meet and greet guests/visitors
- Assisting with stationery and office supply count
- Ensures the studio space maintains a high standard of tidiness, cleanliness and organisation
- Assists with practice health and safety management
- Maintain and organise the electronic filing system
- Prepare and edit documents, reports and letters
- Set up project files and manages archiving
- Assists in producing portfolios for project meetings

- Support with invoicing
- Assists with production of fee proposals/payment schedules/product costs
- Daily coordination and organisation of fabrics and trims
- Assisting production team with admin & help on sales - fabric codes, trim codes, fabric codes,
- Measuring samples ready for fittings – helping garment techs & pattern cutters where possible
- General design room administration tasks
- Assisting with cad drawings and tech packs
- Preparing and packing e-commerce orders including Social Media support

Skills and experience

- Experience in the creative industry is desirable (A Fashion design team)
- Experienced in Microsoft Office (outlook/word/excel) and Google systems such as GoogleDrive, Google Doc, Google Calendar
- Confident
- Strong attention to detail
- Ability to multitask
- Able to use initiative and work independently

About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector. You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

How to apply

Complete our STEP application form by 10am on 03 May 2022, you can upload video or audio responses.

STEP application form:

<https://bit.ly/3ieiStz>

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>

A decorative graphic consisting of multiple parallel pink lines that originate from the left side of the page and fan out towards the right, creating a sense of movement and direction.

**A NEW
DIRECTION**
We create opportunity

**GOOD
GROWTH
HUB**