



STUDIO & COMMS ASSISTANT  
JANUARY 2024

PUBLICA ASSOCIATES LIMITED

## About Publica

Publica is an urban design and research agency that works at a variety of scales, from setting the vision and strategy for an entire district to the detailed design of a single street. We are an ambitious and energetic company that advises local authorities, landowners, developers, architects and community organisations, in London, the UK and abroad. Our projects are driven by rigorous analysis of place and context, combining active, in-depth fieldwork and documentation with an ongoing study of international best practice. Our cross-disciplinary team includes researchers and urban and graphic designers with specialists in night-time and lighting, landscape and inclusive design. Publica is trusted for our objective, evidence-based guidance and sought after for our creative, multi-disciplinary approach to delivering urban change.

We place great emphasis on producing engaging, informative and accessible communications material as an integral part of our project work, in the dissemination of our research, and as a tool for advocating for a holistic, evidence-based approach to urban growth.

Publica also has a Community Interest Company that exists because we recognise the urgent need to address inequality in our public realm. It was set up as a sister organisation to offer our urban design and policy expertise to communities who often lack power in urban development processes.

## Studio & Communications Assistant

### Principal Responsibilities for studio & team coordination

- With the Studio Manager, coordinating the team meetings and circulating any required comms to the wider team
- Managing organisation of external and client meetings held at the office and supporting the project team with the organisation of materials/information required for project meetings
- Overall responsibility and management of the practice diary
- Providing ad-hoc PA support to the Executive Team as and when required
- Supporting the Studio Manager with:
  - Working to establish budgets for facilities, office purchases and contract management of office suppliers (i.e. couriers, printers etc.)
  - IT oversight for the team; ensuring IT systems are fully operational, including project teams software requirements, and liaising with external IT suppliers in relation to any issues
  - With the Studio Manager and Directors, conducting an annual budget review of IT costs and expenditure including team software review
  - Management of subscriptions and memberships
  - Coordinating new staff inductions & ensuring the correct IT is set up
  - Management of the Annual Leave register & informing team members of their allowance
  - With the Studio Manager, reviewing and updating approved internal policies and updating the Staff Handbook as well as assisting with systems implementation and monitoring for our NLA Diverse Leaders pledge and EDI and inclusion policies
  - Supporting with all internal communications
  - Liaising with the building manager at Smithfield for any required maintenance and ensuring the team are aware of all building updates
  - Health & safety – ensuring the fire evacuation list is up to date with team telephone numbers



- Organising team events including Team Away Days and Christmas parties
- Understanding team requirements in terms of other project resources (e.g. books, materials), and working within agreed budgets.

The Studio Assistant's daily tasks:

- Hospitality – helping to ensure visitors are welcomed and looked after, organising provisions for meetings (food/drink as required) and ensuring the office environment is tidy and organised
- Responsible for small office equipment and stationary; e.g. cameras, oyster cards, memory sticks, notebooks. Be the primary port of call for locating all small items within the office
- Booking taxis, couriers, trains etc, making restaurant reservations
- Assisting with recruitment activities including drafting job advertisements as approved by Directors and posting them to the website and social media
- Understanding past projects and their location, maintaining and developing filing system, be on hand to find project reports
- Supporting the studio's health & well-being aspirations for staff, including managing activities that improve staff health, supporting learning & development initiatives and organising events
- Attending internal staff meetings, including project meetings as required and minuting if required
- Answering phone and transferring calls, taking messages if required
- General tasks as they arise relating to projects, exceptional events or the day-to-day running of the office, as assigned by the Directors.

Comms Assistant, Assisting the Directors and Graphic Designer with:

- Updating Publica's website and posting to and monitoring Publica social media platforms
- Drafting summaries of Publica projects
- Drafting news items (project news/events/talks/publications)
- Biographies of team members
- Organising project descriptions and image library
- Responding to external requests for images, captions, terms + conditions
- Co-ordinating requests for talks and articles
- Maintaining a database of media coverage
- Assisting with preparation of presentations, speaking notes and logistics for talks and panels
- Preparation and communication for special Publica client facing and internal events schedule, such as exhibitions, open studios and team social events (including updating of contact lists).

We are continually updating and monitoring our EDI initiatives and are proactive in implementing them with our team, for our workplace culture, our leadership and advocacy and our wider industry collaborations.

In all our recruitment processes we particularly encourage applications from people of all backgrounds, experience, age, nationality, race, sex, sexual orientation, ethnicity, gender identity, religion, belief and disability. Publica recognises the importance of diversity both within our team and the wider industry. We aim to create an inclusive workplace for all that reflects the communities we serve. It is critical to our work that we understand and represent different perspectives and ways of experiencing the urban environment, so that when it comes to designing cities we can ensure that they are more functional, beautiful, and above all, equitable.

Publica is an accredited London Living Wage employer and has a universal employee share option scheme.

**The deadline for this application is Monday 26<sup>th</sup> February 2024. We look forward to hearing from you.**