

Frontier is looking for a **Studio Administrator** to join our team. The projected start date is between November 28 and December 1, 2022. This is a full-time position.

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About Us

[Frontier](#) is a small design office built to deliver a big idea: Purpose-Driven Performance. To us, this means creating exceptional products, brands, and experiences with a meaningful purpose at their core. It means our work spans all types of design challenges, and we have a pretty deep toolbox with which we approach them.

Another thing we do really well is care for and invest in our people. Frontier is a place where you can belong. It's fun to work here and we have great benefits for team members. We provide ongoing mentorship, we have a feedback-first culture, we prioritize professional and personal growth, and we operate within a flexible-work policy that provides choice for all team members about how they do their best work.

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The Role

We're looking for a Studio Administrator who can join Frontier and support our team to do their best work, particularly in the areas of studio administration and business development.

Administrative tasks will include organizing day-to-day activities like booking meetings, managing the team's calendars and software, light internal project management, ordering supplies, shipping and receiving, and general maintenance of our office.

You'll also support our senior team on new-business activities, such as keeping our contacts and leads up-to-date, managing our proposal process, and conducting research on different areas of opportunity.

This role has the potential to grow into a project management role as Frontier continues to grow.

Our team is small, so you'll work closely with everyone. The good thing is, our people are caring, dedicated, smart, and fun!

Administrative Responsibilities::

- Manage company software subscriptions, add and update new team members as they join Frontier
- Schedule internal and external meetings, sending calendar invites with agendas
- Prepare internal presentation decks for bi-weekly all-team meetings, ensuring appropriate team members contribute
- Help organize team hangouts (researching activities, ordering meals)
- Order supplies for the studio (workshop materials, office supplies, cleaning products)
- Organize couriers and receive shipments
- Liaise with printers/fabricators to support project teams
- Maintain our RGD Account Perks
- Oversee studio-housekeeping duties to make sure the team is collectively caring for our shared space

Business Development Support Responsibilities:

- Organize business-development leads via PitchBook and PipeDrive
- Maintain our contacts database in PipeDrive
- Project manage our proposal-development process with our team
- Provide administrative support to CEO on business-development efforts
- Manage client gifts and/or other direct-mail campaigns

Qualifications:

- Experience managing administrative tasks
- Excellent written and communication skills
- Ability to balance many small tasks at once
- Enthusiastic, well-organized, and self-motivated
- Comfortable using tools such as Keynote, Google Sheets and Docs, Slack, and Airtable
- Ability to document, organize, and follow up on important actions and decisions from stakeholder meetings
- Ability to coordinate meetings and distribute meeting notes to all relevant team members
- An interest in art and design and a familiarity with creative projects an asset
- Degree or certificate in design management, business administration, marketing, or related fields an asset

Details

Benefits:

- Competitive health benefits, including dental and drug coverage
- The fulfillment of working with a team that cares about doing better and pushing the status quo with regard to both creative processes and how work is done
- A parent-friendly workplace with flexible hours, extended remote work policy, and an 80% top-up plan for eight months of parental leave
- An environment that fosters continuous learning and drives a feedback-first culture

Our Location: Our studio is located at Dundas and Roncesvalles. We work in a hybrid model that allows team members to work remotely some of the time and requires us to be in the studio for key meetings and activities. Since much of this role is hands-on, applicants should expect to be in the studio 2-3 times a week as needed. We require all members of our team to be fully vaccinated. At the moment, we are not considering applicants who are based outside of Toronto.

Compensation: \$40,000-\$45,000 CAD

Reporting: This role reports to Maddie Cochran, Project Manager.

Applications close: November 16, 2022

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Here's how to apply:

Please send your résumé and a cover letter to Maddie (mcochran@frontier.is) with "Studio Administrator Job Application" in the subject line. Please also indicate where you saw this job posting. Selected applicants will be asked to join the following video/phone interviews:

Interview #1 with Maddie Cochran

This interview is to get to know each other, discuss the role, our company, and your experiences and goals.

Interview #2: with Tristan Marantos

This interview is an opportunity to get to know a member of our design team.

Offer stage:

If there's alignment, we'll move into an offer stage and we will call our successful candidate to share the news.

Accommodations and Accessibility: Frontier provides employment accommodation during the recruitment process. Should you require any accommodation, please indicate this in your introductory email and we will work to meet your accessibility needs.

Doing Better: At Frontier, we believe strongly in building a working environment in which everyone feels included, valued, and heard. We strongly encourage applications from Indigenous peoples, racialized people, people with disabilities, people from gender- and sexually-diverse communities, and/or people with intersectional identities.

Beyond our hiring policies, we commit to using all facets of our work to support the movements for equity and justice for all people. You can read more about our commitments here:

<https://frontier.is/newsletters/doing-better-at-frontier/>