



LIFE *in* BLOOM

FLORAL & EVENT DESIGN

Studio Manager - Full Time

Job Description:

The Studio Manager's job is to manage the workflow of all studio production for over 70 events annually. The Studio Manager oversees all production & resource allocation for all areas of production including prep & floral design. The studio manager works closely with the prep manager to oversee anywhere from 5-15 members of the production team (Varying seasonally). The studio manager also specifically oversees the entire floral design department to make sure that all floral design standards for quality are met, recipes/designs are followed, and work is completed on time and at budget.

This position is a full-time salaried position with 5-6 day work-weeks during "wedding season".

Responsibilities:

The Studio Manager is responsible for scheduling production labor for all in-studio tasks pertaining to prep, processing, and floral design. Additionally, they will oversee that all arrangements are made according to the spec of the designer and address necessary substitutions when needed. The Floral Studio Manager is responsible for maintaining organization and cleanliness and smooth transitions of tasks throughout the week relating to prep, special projects, clean up, and floral design. This role will also oversee all major subscriptions services and delivery & pick ups coming and going throughout the week at the studio.

On busy event weekends, the Floral Studio Manager may act as an event lead, ensuring that everything gets set up according to the vision of client and designer.

Qualifications:

Extensive Floral knowledge, 5+ years of management experience, familiarity with the events-industry. Must have a car in order to pick up flowers from the wholesaler when needed. Must be available to work weekends. Strong communication and organization skills.

Compensation & Benefits:

This position is a full-time, salaried position. Salary Ranges between \$60,000.00 - \$80,000.00/year depending on level of experience. As part of our full-time team, the Floral Studio Manager is eligible for health, dental, and vision insurance. Additionally, we offer Paid Time Off (Holidays 10 personal days to start 1 week company shut-down). We also offer 12 weeks maternity/paternity leave for new parents.

Supplemental pay types:

- Bonus pay

Benefits:

- Dental insurance
- Health insurance
- Vision insurance
- Paid time off
- Parental leave

APPLYING FOR THIS POSITION:

Please email resumes, portfolios, cover-letters, or references to:
Rachel Wyffels | Rachel@lifeinbloomchicago.com