

Studios Manager Vacancy – May 2026

Location: Glasgow City Centre, with regular visits to our Edinburgh and Dundee studios

Salary: £30,000 - £35,000 per annum, DOE

Hours: Full-time, 37.5 hours per week Mon-Fri

Reports to: Head of Finance & Operations

Line Management Duties: None

Works closely with: Wider Operations team

About the Company

Collective Architecture is a 100% employee-owned practice of around 45 colleagues working across three Scottish studios. We were named AJ100's Employer of the Year 2025 - recognition of a culture we work hard to sustain. Around two-thirds of colleagues are based in Glasgow, with the remainder split between Edinburgh and Dundee. Our Glasgow studio, which we own, is also our head office. We are working towards B Corp certification and committed to socially progressive, environmentally responsible architecture.

About the Role

The Studios Manager leads day-to-day operations across our three studios, making sure colleagues are well supported and our workspaces run smoothly. The role is an in-person role, based in our Glasgow studio, but with regular visits to our Edinburgh and Dundee studios. No two days look quite the same - you might be coordinating a studio event, sorting a facilities issue, helping onboard a new colleague and supporting a bid, all in the same week. You will be part of an established operations team, working alongside the Head of Finance & Operations, our Finance & Compliance Administrator and Business Development Manager, our HR consultant and our IT consultant. We are looking for someone with a can-do, flexible attitude who takes real pride in their role and understands how it underpins the success of the studios and their colleagues.

Key Responsibilities

- Taking autonomous ownership of day-to-day operations across our Glasgow, Edinburgh and Dundee studios, including reception, hospitality and maintaining professional, welcoming spaces
- Managing facilities, contractors, suppliers and building compliance, including health and safety
- Managing owned-property responsibilities in Glasgow and landlord relationships in Edinburgh/Dundee.
- Making commercially aware, sustainable decisions across procurement and operations
- Supporting colleagues with administrative and operational activities as required, including meeting coordination, minutes, and travel and accommodation booking
- Coordinating new starter onboarding, and supporting HR administration and annual reviews alongside the Head of Finance & Operations and our HR consultant
- Building and maintaining a positive studio culture through events, social activities and colleague recognition
- Supporting project administration, and helping maintain our Quality, Environmental and H&S Management Systems
- Supporting document management and digital archiving alongside the Finance & Compliance Administrator
- Supporting company policy reviews in line with our strategic objectives
- Supporting PR activity and bid submissions as required, working alongside our Business Development Manager
- Coordinating IT hardware for colleagues, including replacements and new equipment, and maintaining accurate asset records and registers
- Acting as first point of contact for minor IT queries, liaising with our external IT consultant for anything beyond, and supporting the rollout of new hardware and software across the practice

Skills & Experience

Essential

- Minimum 2 years in office management, facilities coordination or operations
- Proactive, autonomous and highly organised, with excellent attention to detail
- Strong communication skills with a friendly, professional approach
- Confident building relationships with colleagues, contractors and visitors

- Proficient in Microsoft Office 365
- Comfortable learning and developing new systems
- Commercially aware with a commitment to sustainable, value-for-money decisions

Ideal

- Experience in architecture or another creative or professional services environment
- Experience supporting multi-site operations
- Familiarity with ISO 9001, 14001 or 45001 standards
- Experience supporting PR, marketing or bid coordination
- Knowledge of Office 365 administration
- Aligned with employee-owned, B Corp values

Benefits

As an employee-owned practice, we believe in looking after our colleagues. Our package includes:

- Salary set on our open, transparent payscale - we are Real Living Wage accredited and review pay regularly against industry benchmarks
- A strong employee voice from day one, contributing to strategy and joining working groups, with full employee ownership after 12 months' service
- Annual tax-free bonus of up to £3,600 for employee owners
- 26 days' annual leave, plus extra days between Christmas and New Year, with the option to buy one additional week
- Cycle to Work scheme, with secure storage and showers at the Glasgow studio
- Industry leading enhanced family leave pay
- Funded CPD and paid professional memberships
- Employee Assistance Programme, enhanced sick pay, income protection and life insurance
- A genuine commitment to work-life balance, including no email outside working hours
- A friendly, sociable studio with well-equipped kitchens - plus Thursday breakfast, Friday drinks trolley, weekly badminton and regular colleague events

How to Apply

To apply, please send your CV and a cover letter to Sophie Irvine at s.irvine@collectivearchitecture.co.uk. In your cover letter, we'd love to hear a bit about you, why this role appeals, and what you'd bring to the team.

Closing date

31 May 2026