



FOR THE CURIOUS AND THE EXTRAORDINARY

JOB TITLE

344 Audio Studio Admin Assistant (Part-Time) (20 hours p/w)

JOB DESCRIPTION

WE ARE CURRENTLY LOOKING FOR IN-PERSON APPLICANTS ONLY.

The team at 344 Audio is a forward-thinking, eccentric group of creatives with a passion for great sound.

We are searching for a Studio Admin Assistant to join us in our journey to provide exceptional service and produce outstanding results.

What do we do?

We provide innovative sonic storytelling, high quality sound effects, and tailored audio education to people who value the extraordinary.

- **Audio-Post Services:** Our expertise goes into collaborating with clients from all over the world, guiding them to build the film soundtrack of their dreams. We cover sound design, mixing, foley, dialogue editing, ADR, sound effects editing, and composition all from within our studios and team.

- **Sound Effects Libraries:** Our team crafts several sound effects products, for customers to purchase through our online store & 3rd party distributors.

- **Education:** We transform the lives of those learning the sound design craft with our industry-leading mentorship and courses.

Your Values:

- **Craftsmanship:** You take pride when crafting content to ensure that it is of extraordinary quality.
- **Integrity:** You own it and get it done. Honesty is the sure way to build connections and provide quality service.
- **Trust:** You build a deep level of trust with other members of a team in order to be given more responsibility and to create magic.
- **Precision:** You take a robust approach to your work and ensure that it meets professional industry standards.
- **Eccentricity:** You bring your own energy to our family and provide your unique insight into projects and strategies.

Where are we based?

The Stables, The Old Court House, Chapel Street, Dukinfield, Manchester, SK16 4DY.

Your role:

As a **Studio Admin Assistant** at 344, you will be a valued member of the crew, working to assist with outreach, operations, and marketing. You will be **welcomed into our family**, and work amongst **experienced professionals** to produce magic for us and our clients. You'll be fully integrated into the team and become a **crucial component** that powers the 344 Audio vision.

Prerequisites:

We primarily use Google Drive/G-suite, Canva, Instagram, Gmail, Trello and would ask that you have a working knowledge of the software. You will have the ability to work and problem-solve independently, delivering internal strategies to an exceptional standard. You should aid in the company's growth by suggesting new ideas for improved efficiency and problem-solving. Please ensure that you are ready to demonstrate your understanding of the following subjects upon application:

- Written English and crafting outreach and comms emails.
- Organisation and management of email, tracking documents and social media.
- A clear understanding of sound industry terminology and job roles.
- Ability to speak on the phone and deliver information via sales calls.
- Communicating through a company voice/brand identity.

To grow with the company you'll need a **creative mind** and to be **highly organised**. We are looking for team members who want to constantly improve their skills and welcome and give feedback.

If you would like to be part of the 344 family but do not yet meet the requirements, please consider our course here: <https://www.344audio.com/audio-post-essentials>

Our typical working hours are 08.00 - 16.30 Monday - Friday with a half hour break for lunch. For the part-time role, you would work 4 hours each day initially.

APPLICATIONS TO BE MADE STRICTLY THROUGH OUR WEBSITE: [344audio.com/careers](https://www.344audio.com/careers)

We look forward to your application and hope to speak with you soon.

Sincerely yours,

344 Audio Team