



Studio Representative

Job Description

We are looking for a Studio Representative to join our team on a Full-time basis. We focus on innovation and pride ourselves on the best customer service possible. Our goal is simply to create a portal for customers and clients to feel comfortable, confident, and happy with their equipment rentals. 2D House Inc. is also making strong efforts to reform industry practices with a focus on environmentally friendly innovations and services.

About The Role

The Studio Representative will directly assist in the maintenance of 2D Studios as well as interact with Clients during production days . This role is primarily focused on the Studio department. In the event no studios are booked, this person would perform In House PA duties. The individual must be able to work individually as well as in a team environment, be well organized and flexible. This is a client facing role so customer service skills are an asset. This position is ideal for a self starter who can seek out and accomplish tasks independently.

Responsibilities

- Studio upkeep (Cleaning + General Maintenance)
- Studio painting (Re-painting of floors and cyc walls)
- Facilities inventory management
- Liaising with clients on production days; some correspondence during pre-production
- Coordinating client appreciation efforts
- Assisting Reception desk staff with pickups and returns
- Pre-rigging grip/lighting gear as required (if qualified)
- Sub-rental pick-ups/returns from our vendors
- In-house pick-ups/deliveries
- General facility housekeeping as required
- All other duties as assigned

2D House Inc.

230 New Toronto Street, Unit #1
Etobicoke, ON M8V 2E8

+1 416.800.2193
2dhouse.com



Studio Representative

Required Skills and Qualifications

- Excellent communication skills
- Self-starting attitude
- Time Management skills
- Ability to problem solve
- Flexibility with schedule (evenings and weekends expected)
- Work well with others
- Detail oriented
- Working at Heights or Fall Arrest & Scissor Lift certifications preferred
- Must have a valid Full G Driver's license with a clean driving abstract

Start date: Position available immediately

Job Type: Full Time 9AM-5:30PM (Schedule subject to change)

Location: 230 New Toronto St, Toronto, M8V 2E8

Compensation: Starting: \$38,000 - \$42,000

Growth: Potential for Managerial promotion

*Benefits: Complete and comprehensive benefits package.

*RRSP: Matched 3% contribution

* Begins after three months of employment

2D House Inc. is a rapidly growing business that is making numerous changes, both small and large, in the near future. New positions will continually become available and a variety of opportunities for internal growth exist. We offer challenging and rewarding work in a field that can consistently offer surprises. Possible travel for work as well as company retreats/holiday vacations.

Please send your resume and CV to hr@2dhouse.com, with the subject line 'Studio Rep'. While 2D is an equal opportunity employer only prospective candidates will be contacted.

Thank you for your consideration.

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