

ANOTHER A STORY

BELGIAN EVENT DESIGNER ALINE VANDECASTEELE FOUNDED ANOTHER A STORY IN 2015. SPECIALISING IN INTERIOR DESIGN AND PRODUCTION FOR EVENTS, THE AGENCY HAS BUILT A REPUTATION FOR ORGANISING EXCLUSIVE EXPERIENCES FOR LEADING LUXURY BRANDS INCLUDING RUINART, DIOR AND LAURA MERCIER.

ITS YOUNG TEAM OF EXPERTS STYLES AN ARRAY OF DIFFERENT SIZED EVENTS, FROM INTIMATE BRAND BREAKFASTS TO GLOBAL BRAND LAUNCHES, POP UP STORES AND HIGH-END PRESS TRIPS AND APPLIES THE SAME ATTENTION-TO-DETAIL TO EVERY PROJECT. IN ORDER TO TRANSFORM A SPACE, THE TEAM WORKS CLOSELY WITH THE CLIENT TO FULLY IMMERSE THEMSELVES IN THE BRAND'S IDENTITY AND ADAPTS THE STYLE AND CREATIVE TO DELIVER A TRULY BESPOKE EXPERIENCE EVERY TIME. THIS INVOLVES CURATING FURNITURE AND DECORATION, DESIGNING UNIQUE PIECES AND CAREFULLY SOURCING ORIGINAL ITEMS THAT HELP ELEVATE THE STORY AND ADD A PERSONAL TOUCH.

WORKING ALL OVER THE WORLD, WITH OFFICES IN PARIS, LOS ANGELES AND LONDON THE AGENCY IS INTERNATIONALLY RECOGNISED AND BOASTS A STRONG NETWORK OF INDUSTRY CONNECTIONS. ITS GROWING PORTFOLIO OF TRUSTED SUPPLIERS AND BRAND PARTNERSHIPS MEANS IT IS ABLE TO PUSH THE BOUNDARIES AND COME UP WITH NEW AND INNOVATIVE IDEAS, TO ALLOW BRANDS TO RAISE AWARENESS AND STAND OUT.

SOME OF THE AGENCY'S MOST NOTABLE PROJECTS TO DATE INCLUDE A BEAUTY LAUNCH FOR DIOR, AN EXCLUSIVE DINNER FOR LOUBOUTIN IN PARIS, A LUNCH FOR CHANEL, THE INTERNATIONAL LAUNCH OF CLÉ DE PEAU BEAUTÉ IN LONDON, DRUNK ELEPHANT POP-UP STORES IN SINGAPORE, AUSTRALIA, NEW YORK AND LONDON. THEY ALSO HAVE ORGANISED NUMEROUS TRIPS FOR LAURA MERCIER IN COURCHEVEL, SAINT-TROPEZ AND PARIS, AND HAVE BEEN DESIGNING FAIR STANDS FOR FRIEZE ART FAIR FOR BRANDS SUCH AS RUINART AND MATCHES FASHION.

JOB DESCRIPTION – UK STUDIO ASSISTANT

REPORTING INTO – FINANCE AND OPERATIONS COORDINATOR

ROLES & RESPONSIBILITIES

OFFICE

- RESPONSIBLE FOR STORAGE MANAGEMENT: ARRANGE PICK-UPS AND DELIVERIES, ARRANGING EXTRA STORAGE UNITS, UPDATE STORAGE INVENTORY, ARRANGE AFTER-EVENT ITEM.
- MANAGING THE MOVEMENTS OF ITEMS BETWEEN STUDIO, STORAGE AND EVENT LOCATION
- ARRANGE INTERNATIONAL DELIVERIES PRE-EVENT / POST-EVENT
- RESPONSIBLE FOR COMPANYWIDE ACTIVITIES SUCH AS BIRTHDAYS, CHRISTMAS, GIFTS FOR CLIENTS, ETC
- RESPONSIBLE FOR MANAGING ONLINE ACCOUNTS / TRADE ACCOUNTS
- RESPONSIBLE FOR GENERAL RUNNING OF THE STUDIO – OFFICE SUPPLIES, CLEAN DESK POLICY, ...
- RESPONSIBLE FOR ORDERS AND RETURNS/COLLECTION FOR OFFICE SUPPLIES AND EVENT PRODUCTION ITEMS, INCLUDING MONITORING THE EXPECTED REFUND.
- RESPONSIBLE FOR BOOKING ACCOMODATION AND FLIGHTS FOR PRODUCTION TEAM.
- RESPONSIBLE FOR SETTING UP THE WEEKLY COMPANY MEETING
- RESPONSIBLE FOR THE MANAGEMENT OF ANOTHER LOVE STORY- MAILBOX, POSTAGE OF BOOKS, BOOK SUPPLY, WEBSITE.
- OCCASIONAL HELP TO THE FOUNDER.
- RESPONSIBLE FOR SUSTAINABILITY MEASURES FOR OFFICE.
- RESPONSIBLE FOR UPDATING THE AFTER-EVENT ARRANGMENTS: UPDATE POST-EVENT ITEMS LIST, INVENTORY, CHARITY DONATIONS AND RETURNS.
- RESPONSIBLE FOR REPRESENTING THE COMPANY ONSITE AND IN THE OFFICE AT ALL TIMES, ENSURING COMPANY CULTURE IS UPHELD.
- RESPONSIBLE FOR PUBLISHING RECEIPTS INTO OUR ACCOUNTING SOFTWARE FOR THE UK. LIALISING WITH THE TEAM TO ENSURE DEADLINES FOR RECEIPTS UPLOADING ARE RESPECTED.
- RESPONSIBLE FOR THE BI-WEEKLY RECEIPT RECONCILIATION TOGETHER WITH FINANCE AND OPERATIONS COORDINATOR.
- RESPONSIBLE FOR MANAGING THE INTERNS. WORK TOGETHER WITH FINANCE AND OPERATIONS COORDINATOR ON A WEEKLY PLAN – LIAISE WITH PRODUCTION/CREATIVE.
- RESPONSIBLE FOR THE ONBOARDING OF NEW STARTERS – RUN THEM THROUGH ALL SYSTEMS, MAKE SURE THEY HAVE A LAPTOP/COMPUTER SET UP, ADD THEM TO GROUPS AND CHANNELS.

IT

- RESPONSIBLE FOR UPDATING MONDAY.COM BEFORE THE WEEKLY COMPANY MEETING
- RESPONSIBLE FOR STOCK LEVELS OF INK AND PAPER FOR THE PRINTER
- RESPONSIBLE FOR MANAGING BT ACCOUNT; WIFI CONNECTION AND SPEED THROUGHOUT THE OFFICE
- RESPONSIBLE FOR DAILY IT ISSUES/QUERIES

PERSON

- DRIVEN AND ORGANISED
- TAKES RESPONSIBILITY FOR TASKS
- PERSONABLE AND PROFESSIONAL
- EFFICIENT AND INTUITIVE
- A TEAM PLAYER
- ENTHUSIASTIC AND POSITIVE
- PRESENTABLE