



OFFICEUNTITLED

4200 Sepulveda Boulevard, Suite 104
Culver City, California 90230
www.officeuntitled.com

October 2025

OFFICEUNTITLED (OU) Studio Assistant Job Description

Studio Assistant

Job Type: Full-Time

Location: Culver City, CA 90230

Note: This is an in-person position

Salary Range: \$18 to \$24/hr – depending on experience.

About OFFICEUNTITLED:

OFFICEUNTITLED (OU) is a diverse collective of architects, designers, and strategists, working fluidly between Los Angeles and New York, with global reach. Guided by the expertise of its founders and dynamic leadership, OU's portfolio cuts across architecture, interiors, master planning, and strategic consulting. Untethered by typology or scale, the practice maintains an unwavering commitment to craft, community, and architectural excellence.

UNTITLED represents the creative potential in the unknown and invites an open experience without preconceived biases or limitations from a title or name.

Job Description:

We are looking to add a dedicated Studio Assistant in our Culver City office. This position is full-time and based in the office 5 days a week. Qualified candidates must be organized and strive for high-quality performance on tasks of all levels. This position fits a person who thrives in a fast-paced, multi-tasking environment and for someone who values attention to detail and can be agile in their environment. The Office Assistant's Responsibilities include:

Studio Support

- Be the main client-facing person in the office to greet incoming clients and visitors
- Serve as the point person for office errands for general office needs, deadlines, and client requests
- Manage and answer all incoming calls and email inquiries
- Maintain a high standard of quality for office organization and cleanliness throughout the workday
- Manage the scheduling and set up of conference rooms and on-site amenities
- Provide logistical support for meetings and events, including conference room setup, catering orders, and clean-up
- Coordinate ordering supplies for the entire office (e.g., basic office supplies, pantry, specialty items, etc.)
- Work closely with the Operations Team on the execution of inter-office and client-facing events
- Will be responsible to schedule and follow through on the delivery of all property management services for the studio, including building maintenance and repairs, cleaning services, and trash pickup
- Maintain all incoming and outgoing office mail, packages, and courier deliveries
- Assist with ongoing studio recruitment efforts, including receiving and organizing applications and scheduling interviews with applicants
- Work with the Operations Team to deliver on ideas and events to bolster the OU company culture
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork

Communications support

- Assist in assembling RFP and RFQ responses
- Assist in all Internal communications
- Assistance with the planning of firm and project-related events
- Assist in maintaining the OU website by updating projects, awards, news, and open job postings

DESIRED SKILLS AND EXPERIENCE

Skills

- Proactive, self-motivated individual with a strong work ethic and interpersonal skills
- Able to work independently and meet or exceed deadlines on assigned tasks
- Possess a flexible mindset to quickly change direction based on the daily needs of the office
- Comprehensive knowledge of MS Office Suite Applications and other standard applications/software programs and databases



- Solid communication skills to maintain client and peer relationships and provide a high level of customer service
- Impeccable organizational and time management skills
- Capable of handling confidential assignments and information with discretion and ensuring compliance
- Well-established coordination skills to maximize efficiency
- Ability to research and synthesize information quickly and present in a clear and concise manner
- Experience in Adobe Creative Suite software, including InDesign, Photoshop, and Illustrator.

Education

- Bachelor's degree

Experience

- Minimum three (3) years of experience in office administration/operations
- Three (3) or more years of experience in a creative workplace or architecture/construction environment is preferred

OFFICEUNTITLED is an equal-opportunity employer

- Competitive compensation package
- Health Insurance, dental and vision plans, 401k plans (non-matching), student loan, and tuition reimbursement
- Paid vacation, sick leave, and holidays

Please email your resume, portfolio, and cover letter to work@OFFICEUNTITLED.com