

RTN STUDIO MANAGER

FEBRUARY 2024

The studio manager is responsible for periodic checking of supplies for reading and copying and notifying the Vice Chair if anything needs replacing or is missing.

To check general tidiness in the studio and empty any rubbish in the appropriate bins and report anything needing attention.

In the small drawer cabinet there should be:

- Several working biros and pencils
- 2 rulers
- Tippex
- Sellotape on a dispenser and spare rolls in the drawers
- Highlighter pen
- Blue Tak
- Box of elastic bands
- Box of paper clips
- Bland white sticky labels on roll or in packet
- Box of stick printed labels of the RTN address
- Brown tags bland and also some with ARTICLES FOR THE BLIND labels on for copying post sacks ready for use.
- Plastic ties for top of post sacks
- Felt and felt dots for new sound boxes and USB sticks
- Hand sanitiser
- Accident book for any accidents and illness reports (on window sill)