



Production Manager

Full Time (40 hours per week)

Studio Cultivate is currently hiring for the newly created role of Production Manager. The Production Manager partners with the Creative Director in the conception and construction of highly crafted installations and is responsible for ensuring that the entire Studio Cultivate team is on track and moving towards a common goal. This position is approximately 30% Administrative and 70% Creative Production while consistently managing a team of 3-10 artists.

The ideal candidate is creative, skilled with sophisticated craftsmanship, passionate about growing with Studio Cultivate over the long term, invested in client projects, and approaches work with enthusiasm and a positive attitude. This is a fast-paced, ever-changing work environment, it can be physically demanding, and requires flexibility and thinking on your feet.

About Studio Cultivate:

Studio Cultivate is a woman-led design and fabrication company that specializes in the creation of immersive installations and experiential marketing to help brands tell their story. The close-knit team looks to the guiding principle to “Create Magic Every Day” and excels in masterfully crafting environments that delight and surprise. With clients across the country, our 30+ annual projects scale from local small businesses to nationally recognized brands.

We believe in embracing everyone for their unique experiences and background, inclusive of their race, gender, age, religion, and identity. We believe that providing a supportive and encouraging work environment allows individuals to find fulfillment, grow their skills, earn a living and thereby build a stronger and more engaging creative community.

Production Manager Responsibilities:

Creative (approximately 70% of position):

- Collaborate directly with the Creative Director in the ideation and development of innovative concepts. This includes researching solutions, leading brainstorming sessions with the broader team, and staying on top of the latest standards, processes and trends in the visual design field.
- Pull together client pitch decks and labor investment estimates.
- Hands on support in the fabrication and building of projects.
- Lead installations on site in collaboration with and sometimes independently of the Creative Director.
- Coordinate the studio's daily tasks by setting priorities, goals, and standards and communicate these to the scheduled team.
- Support ongoing training and development of Production and Freelance Artists.
- Ensure care and maintenance of tools, equipment, and stored installations.

Administrative (approximately 30% of position):

- Track project timelines, proactively adjusting milestones as scope of work and checklists are finalized and assure projects stay on schedule.
- Schedule and lead planning meetings with Studio Manager and project teams. This position works closely with Studio Cultivate leadership and a team of contracted employees.
- Maintain ongoing relationships with contracted employees, partner with Studio Manager to maintain contact lists.

Qualifications:

- Has a vast knowledge of media, materials, and processes. These skills should include painting, woodworking & building, sewing, adhesives, and many others.
- 2+ years experience fabricating large scale build outs and installations for a variety of scenarios.
- Fearless; comfortable on ladders and lifts, knowledge of power tools (drill, tablesaw, jigsaw, circular, etc.) and able to drive a cargo van or box truck.
- Able to lift 50+ lbs.
- Adaptive, strategic, and has the ability to take ownership in troubleshooting and deciding appropriate materials for projects.
- Proven experience and success in project management and in meeting deadlines with projects that have multiple dependencies and potentially conflicting priorities.
- Must be highly organized, detail-oriented, and be able to effectively multitask in a fast-paced environment.
- Ability to approach challenges with resourcefulness, creativity, and a positive attitude.
- Ability to work independently and diplomatically with a wide variety of personalities to establish and maintain effective working relationships with a large rotating team as well as with external partners, artists, and collaborators.
- Excellent communication skills.

- Excellent computer skills with strong command of Google Calendar and Google Drive applications: Docs, Sheets, and Slides.
- Possible interest in social media is a plus.
- Shows respect for co-workers and clients.
- Maintains confidentiality.

Key Information + Benefits:

- This position reports to the Creative Director.
- This is a full time position with a salary range of \$48,000-52,000 based on experience.
- Work Schedule:
 - Monday-Friday, 9-5.
 - Availability 1-2 weekends/month for installs, and occasional evenings, this time can flex as part of the 40 hour work week.
 - Vacation blackout dates: November 1 - December 7 (with exception of Thanksgiving week).
 - Flex Summer Days: 4 day work week June - August.
 - In addition to Vacation PTO, the studio is typically closed for paid team vacation December 24 - January 1.
- Paid time off:
 - accrued hours become available after 60 days of employment:
 - 10 days paid vacation.
 - 5 days personal leave.
 - Paid Holidays if they fall Monday-Friday. Recognized holidays: New Year's Day, MLK Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Christmas.
- End of year bonus based performance.
- Continuing education through conferences and workshops.
- Annual team inspiration trip.
- The Studio Cultivate headquarters, where most work is created, is an industrial warehouse without HVAC.

How to Apply:

Please send an email to kathryn@studio-cultivate.com with a cover letter, resume, and portfolio with a minimum of 10 recent visual projects/installations. Some things we'd love to know about you:

- What draws you to Studio Cultivate? What interests you about this position?
- How your past work experiences may influence your approach to this position?
- Who/what is currently your favorite artist or design style?
- What are your personal career goals?
- Are you a morning or evening person? What time of day are you most productive?
- What's your enneagram number? If you haven't taken the test, you can do so [here](#).