



## **Studio Manager**

### **Full Time (40 hours per week)**

Studio Cultivate is currently hiring for the newly created role of Studio Manager. The Studio Manager is primarily an administrative position responsible for ensuring that the operational components of Studio Cultivate are well organized and moving towards a shared goal in partnership with the Production Manager. The Studio Manager is responsible for the fiscal management of the company, managing budget, and coordination of resources.

The ideal candidate is someone who thrives in a fast-paced environment, enjoys methodical systems, is extremely detail oriented, and is self-driven. This position is best suited for an excellent communicator interested in working in a creative atmosphere while being operationally minded. The Studio Manager is positioned for growth within the company to a leadership role. After a 3-6 month training period, there is a possibility to work remotely a few days a week as appropriate.

#### **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.

## **Studio Manager Responsibilities:**

### **Administrative (80% of position):**

- Track timelines and project budgets, proactively adjusting milestones as scope of work and checklists are finalized and assure that the assigned projects stay within budget.
- Partner with the Production Manager to maintain material and shopping lists, and coordinate supply runs and orders for timely delivery.
- Proactive email communication.
- Maintain ongoing lists with contracted employees.
- Help implement, monitor and update task communication systems through Google Calendar and Google Docs.
- Support the coordination of generating estimates, sending invoices, reminders, and tracking payments.
- Allocate expenses in Quickbooks.
- Pay vendors.
- Run bank deposits.
- Book travel arrangements.
- Coordinate team meals.
- Manage rental reservations.
- Coordinate client appreciation gifts and thank you cards.
- Support social media strategy and engagement.
- General administrative tasks as assigned.

### **Operations (20% of position):**

- Schedule and lead planning meetings with Production Manager and project teams. This position works closely with Studio Cultivate leadership and a team of contracted employees.
- Manage supply inventory, cleanliness, and organization of the studio and office with support of the team.
- Open deliveries and sort into project carts or supply shelves.
- Support maintenance appointments and tracking of company vehicle(s). Comfortable with driving a cargo van.

### **Qualifications:**

- Must be highly organized, detail-oriented, and be able to efficiently multitask in a fast-paced environment.
- 1+ year experience with project budgeting and financial analysis.
- Excellent communication skills.
- Excellent computer skills with strong command of Quickbooks, Google Calendar, and Google Drive applications: Docs, Sheets, and Slides
- 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.
- 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 \$38,000-43,000 based on experience.
- Work Schedule:
  - Monday-Friday, 9-5.
  - 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.
- 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](mailto:kathryn@studio-cultivate.com) with a cover letter and resume. 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?
- 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](#).