

## Project Manager *(rev.2022.1.11)*

### About AllKinds Studio

AllKinds is a multi-disciplinary design and fabrication studio that uses all kinds of materials to create custom art installations for brands. With commissions from corporations, organizations, art consultants, branding agencies and architecture firms, we tailor-make each artwork to fit large-scale spaces for brands, interiors, events and movements. Our dedicated team of designers, artists and fabricators mix materials, technologies and techniques to create art and objects that are innovative, meaningful, beautiful and on-brand. We thrive in our collaborative approach, welcoming new ideas and getting excited about the "what ifs". Our combined skill sets and handmade approach enables us to produce anything we can conceive, including even the most complex or technical concepts. With every project, our shared goal is to create a meaningful environment that tells a story in an elevated, authentic and impactful way. And nothing makes us happier than creating that story utilizing materials that were once meant for the landfill and giving them new life. At the completion of our projects, we make every effort to repurpose, recycle or donate leftover materials to ensure they are given the longest, most meaningful lives possible.

Below are our company's Core Values, which we use to measure employee success and advancement:

### Core Values

#### Stronger together

The more we work together, the more we communicate clearly, the better chance we have of reaching our collective goals. We harmonize.

#### We make anything out of anything

We see possibility and potential in everything.

#### Be nimble by learning

Our learning culture makes taking on challenging projects exciting and worth it.

#### Ride or die

We are a hard working team that crosses the finish line together - no matter what it takes.

### About the Project Manager

You are organized, communicative, streamlined, task oriented and diplomatic.

You will lead client communication for the team and be the main point of contact.

You are straightforward, honest and intuitive, be able to anticipate when someone will be concerned and ready with answers.

You are organized and process oriented - able to keep track of receipts, materials budgets, organizing all purchasing for projects, making returns, gathering client approvals and organizing schedules.

The Production Manager is accountable for ensuring projects are finished on budget and you are part of their team. You support the Production Manager's budget goals and work with our team to strategize red flag moments.

You are self motivated, hold yourself accountable and course correct.

You find accomplishment in carrying a project through from start to finish - successfully.

What does success look like? Positive team communication, our client is satisfied and feels taken care of, everyone is in the know, and we are tracking to be on budget.

### Project Manager Requirements / Qualifications

- Act as liaison to fabrication and installation teams and book the team for the Production Manager's schedule.
- Maintain communication with the client, vendors and construction crew in a warm and professional manner, including but not limited to: prototype and fabrication questions and submittals, scheduling site visits, and providing project fabrication and installation timelines
- Comfortable on construction sites and working directly with GCs to ensure the space is ready for installation and our schedule is known
- Creative problem solving skills
- Knowledge of building and making dimensional art to help facilitate the process is a plus
- Able to follow our management process for each and every job and ensure the team is following suit
- Able to juggle multiple projects at one time
- Calm under pressure
- Extremely organized, detail-focused and excellent time management skills
- Excellent people skills and communication



- Team player
- Able to identify your own mistakes and seek improvement
- Proficient using Excel/Word, Google Drive, and Gmail
- Experience with (or ability to learn) other applications necessary for our Project Managers including Asana (project management) and Toggle (time tracking software)

### Environment

Our studio is a fast-paced and open working studio environment - it's awesome (and noisy, dusty and smelly at times... but it's the sounds, feeling, and smell of creativity hard at work!).

### Compensation and hours

Commensurate with experience. This is a 3 month contract position to hire. Our studio hours are 9am - 5:30pm M-F, but installs can also take place on nights and weekends.

### To apply

Email [careers@ittakesallkinds.com](mailto:careers@ittakesallkinds.com) to apply with 'Project Manager - your name' in the subject line.

Please include:

- a cover letter that explains why you feel you are a good fit and why our Core Values resonate with you. If you do not have all of the necessary qualifications, please also include how you plan to fill the knowledge gap
- your resume
- work samples
- 2 professional references
- 1 character reference

### COVID-19 Vaccination Requirement

AllKinds Studio has adopted the policy of mandatory vaccination for employees to safeguard the health of our employees, clients, and their families from the hazard of COVID-19. All employees are required to provide proof of COVID-19 vaccination. Requests for exceptions and reasonable accommodations must be initiated by the prospective employee before any in-person contact. Please note that requesting an exemption does not guarantee approval.

We do not discriminate on the ground of race, color, religion, sex, age, disability or national origin in the hiring, retention or promotion of employees; nor in determining their rank or the compensation or fringe benefits paid them.

Disclaimer: The above statements are intended to describe the general nature and level of the work being performed by people within this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

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