

## Project Manager (rev.2025.8.6)

We are looking for the Glue. The AllKinds Project Manager shepherds our clients through our process from start to finish. The PM manages our overarching timelines, sets milestones dates for projects, and keeps an eye on the project 'to do's' to make sure it is delivered on time. If something is going off track, the PM should be the first to notice it a mile away.

The PM maintains excellent relationships with clients - educating our clients about our projects, sharing enthusiasm for what we do, negotiating timelines, keeping clients updated on where we are at in the process, and ultimately knows about any part of the project. We typically have 6-15 projects going on at a time, so excellent time management skills are a must.

Every project through our door is unique, and while we have a set process, each project needs to be treated with attention, so the details do not slip through the cracks.

The PM regularly talks to our team, our clients, construction teams, union representatives and vendors to ensure all the boxes are checked and everyone is aligned and clear on the project goals.

Our ideal Project Manager loves a to-do list, can juggle multiple lead times and deliverables at once, has a listening ear, has excellent and clear communication - orally and written. You enjoy 'process', and you contribute to our team by helping us build out processes to be more efficient.

## Core Values

### Integrity

AllKinds has grown by making promises to clients + employees and going to lengths to keep them. It is an integral part of who we are and why people trust us. This core value sits hand in hand with the other core values - if a mistake is made, we communicate directly about it and proactively fix it in a resourceful manner. Keeping promises is more about building relationships of trust and respect, than being 100% perfect. We keep promises to our clients, to our employees, and each other. That is how we build rapport and solid relationships.

### Proactive

We *care*. We want to make the future better than the past. We are mindful of improving our team's experience, our processes, our abilities and our clients experiences. We show we care by taking action when we see something needs attention. We take time to think through potential hurdles and do our best to address them - which gives our team and our clients a better experience. We don't wait until the well is dry to find water.

### Humility

We work hard to create a space to learn - where we approach problem solving with curiosity and honesty. We own up to mistakes so we can quickly recover from them and get help from our team to do so. Having humility helps us operate better as a team and it builds trust. We work to become aware of our personal strengths and limitations, and communicate these with the team in an effort to grow and make better progress together.

### Resourceful

We creatively use our resources to accomplish big things. Our resources are our tools, our minds, our partners, and curiosity. We are flexible and adaptable - every project comes to us with a unique set of needs, so each of us must have resourcefulness to tackle the creative challenges that come up. Resourcefulness isn't one person's strength, it's everyone's. We are a small team and we feel mighty! We know with teamwork, we can find the collective intelligence to succeed.

### Be direct

We believe in clear, honest communication. We believe in transparency in our communication. We do not believe in the 'feedback sandwich', sugarcoating things, internalizing feedback or spinning out on something. We do believe in directly communicating our needs. We do this while recognizing that we are humans, and we approach all communication with kindness, heart and professionalism.

## Project Manager Requirements

- 3+ years of Project Management experience
- Basic knowledge of construction administration (our work is within the construction industry often and having a base knowledge is helpful)
- Basic knowledge of design process
- Ability to read and interpret shop drawings
- Proficient using Google Workspace, Asana, Toggl or similar Project Management software
- Artistic, creative experience is part of our ideal candidate
- Working knowledge of construction timelines and job sites is a plus
- Working knowledge of art, fabrication, conservation is a plus

## Project Manager Responsibilities

- Keep Asana + Toggl updated for all client projects
- Run client meetings + team meetings as needed
- Set project milestones
- Handle project logistics (install, site visits, travel, vendor, union, freight, crate etc)
- Maintain knowledge of project materials budgets to ensure we are on track
- Maintain client communication for projects
- Able to follow our management process for each and every job and ensure the team is following suit
- Maintain Google Drive Organization
- Assist with business development
- Be prepared with project updates and status for regular management meetings + lead fabrication meetings
- Assist in long term project planning
- Participate in the health of management team communication and organization

## Soft Skills

- Able to manage multiple projects at one time
- Calm under pressure
- Team player
- Professional
- Excellent time management
- Extremely organized, detail-focused and excellent time management skills
- Excellent people skills and communication
- Able to identify your own mistakes and seek improvement
- Positive team leader
- Has or wants to learn business acumen
- Open to constructive feedback
- Collaborative and enjoy learning from and teaching others

## 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.

## Environment

This is an on-site job in our working studio in West Town where fabrication of large-scale artworks happen. You must be able to thrive in a fast-paced and open working studio environment. You will be physically building and making things. 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

Compensation begins at \$60,000. This is a full-time salaried role with a benefits package (including medical & dental insurance, paid time off, and a profit pool bonus). We're a growing company & this position is intended to expand alongside us.



Our studio hours are 8am - 4:30pm M-F; however, client deadlines are our promise and must be met. We do our best to keep work within working hours as we value work life balance but that is not always possible.

### 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, why our Core Values resonate with you, and if you do not have all of the necessary qualifications please let us know your plan to fill the knowledge gap
- your resume
- Work samples
- 2 professional references
- 1 character reference

### Vaccination Requirements

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 and the flu. All employees are asked to receive annual Covid + flu vaccinations 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 grounds 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 to 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.