

Production Operations Director *(rev.2024.9.2)*

You are a masterful plate spinner, positive team leader, and organizational mastermind. Our Production Operations Director has to keep many things moving at once, in a coordinated fashion.

With this position you will oversee our entire production department — which includes everything it takes to get a finished product out the door – from design, fabrication, installation. Being able to pull away and look from a bird's eye view is essential; it enables you to think strategically, make connections (if X doesn't get done it affects Y, C and M!), solve problems and keep a pulse on the health of the department (projects + people).

You will help the sales team estimate projects so we have the right budget to do a job the right way. You will oversee project manager, design manager and fabrication manager to ensure everyone is clear on the project needs/timeline/hours/budget for the job, and continually encourage everyone to meet goals that are set, together! You'll be using your build expertise to ensure everyone is using their skills to the best of their ability and coaching where needed. If goals aren't met, you see it ahead of time and work with the team to troubleshoot. You should be self-motivated and hold yourself accountable to get things done on time and on budget. Your team should always know the overall goals they are working towards.

Every project through our door is unique, so you must be flexible and enjoy the challenge of a big learning curve — whether it's new designs, materials, skills or methods, we are committed to figuring it out. You must be able to inspire the team to create amazing projects that seem impossible.

Core Values

We are 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.

We are nimble by learning

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

We are self aware

We take responsibility for our actions individually and as a team and always fulfill promises we make.

Requirements

- 5+ years of direct managerial experience
- 3+ years creative studio experience and management
- 3+ years of experience in fabrication production and setting quotas
- Experience building dimensional art (the construction of, improving a fabrication method, choosing best structural methods)
- Proficient using Google Workspace and you will learn other programs (Asana, Toggl, Slack, etc)

Responsibilities

- Attend leadership level meetings (weeklies and quarterlies) to contribute to the vision of the company.
- Oversee and manage our production department; making sure projects meet the clients' expectations, intended design and are completed on time and on budget
- Manage the scheduling of all production teams (design, fabrication, contractors etc) in collaboration with the Fabrication Manager
- Review design drawings for safety + work with designers to ensure designs are secure, safe and undergo structural review as needed
- Collaborate with the design team on design development to ensure streamlined production. This includes assisting in structural development with a structural engineer as needed (or delegating as appropriate).
- In charge of hiring or overseeing hiring of production jobs (including independent contractors) for your team
- Maintain communication with vendors and our team in a warm, encouraging and professional manner
- Comfortable on construction sites. This is not an on site position but there are times when you will be needed there
- Creative problem solving skills
- Oversee and/or delegate properly - woodshop safety trainings/procedures + schedule tool or fabrication demos as needed
- Ensure the production department is organized, equipment is maintained and inventory is stocked (filters, PPE, paint, rollers, etc.) This includes the design library, woodshop, laser area, paint booth.
- Knowledge of building dimensional art (how to construct things, improve a fabrication method, choose best structural methods)

- Knowledge of design process.
- Assist with estimation and budgeting as needed (high level specifying materials, estimate labor hours).
- Manage all Production Department L10 meetings.
- Follow our management process (and propose enhanced solutions) for each and every job and ensure the team is following suit
- Hold quarterly conversations + annual reviews with your direct reports and address any HR issues that arise
- Proficient using Google Workspace and you will learn other programs (Asana, Toggl, Slack, etc)
- Scheduling tool demos
- Oversee waste management plan
- Oversee studio safety plans
- Oversee all Production Department training and continuing education.

Soft Skills

- 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
- Able to identify your own mistakes and seek improvement
- Be a positive leader ready to coach a small team, hold your team accountable to timelines and inspire them to always learn and improve
- Open to constructive feedback
- Collaborative and enjoy learning from and teaching others

Fabrication Experience Needed

Please note this is a management role where you are leading a production department and doing demos. This is not a build heavy or fabrication role, but as we are a small team everyone needs to jump into fabrication at times to help demo or meet project deadlines.

Expertise using:

- power tools and hand tools
- woodshop (table saw, panel saw, chop saw, band saw, miter saw, etc.)
- paint booth: spray painting, latex, and acrylic painting
- Creative Cloud (Illustrator), autocad, rhino a plus

Resourceful and knowledgeable on various art forms

- Understand the world of wood, fasteners and glues
- ceramics methods including kiln operation
- mold making
- laser cutting
- knowledge of CNC processes
- knowledge of 3D printing processes
- Eager to learn and teach others new skills
- Must have a valid driver's license and be comfortable driving vans/box trucks (access to a car is preferred, but not required)
- Able to stand on a ladder for long periods of time
- Able to lift 40 lbs
- Comfortable using industrial adhesives and resins

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 is commensurate with experience. 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 to apply with 'Production Operations Director - 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

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. **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.

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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.