



newfangled studios

Position Description: The operations manager is the link between the client's creative and the studio's productivity. The manager's goal is to improve upon the processes that support our studio's organizational goals. Support the implementation of new policies and protocols for productivity. The most successful person will have a passion for pushing the creative forward in the most efficient way possible.

- Oversee the organizational activities of client projects through the company's PM software
- Assist in Culture Committee tasks and initiatives
- Ensure jobs are properly resourced
- Ensure every job is mastered and closed out properly by booking time with edit/animation
- Implement & manage time tracking tools & project management tools
- Write agenda & coordinate monthly company meetings
- Manage freelance relationships: find appropriate talent and track rates & avails, book and onboard as needed
- Help implement & maintain remote workflow
- Create new hire orientation materials and schedule informational sessions
- Spearhead operations projects as they arise
- Schedule staff trainings as-needed
- Manage external vendors as-needed for operations
- Liaison between Newfangled's IT vendor and website company

Qualifications:

- Passion for operations efficiency and process.
- Tech savvy and familiar with SaaS project management tools such as Monday.com, Airtable, Float, and Google Workspace
- Project management skills and sharp attention to detail
- At least 1 year in a creative agency or production environment
- Knowledge of the motion graphic & video production process
- Exceptional communication skills

To apply:

Email us at talent@newfangledstudios.com and tell us why you're a fit, what experience you have, and anything else that demonstrates your operational skills.