



## Part-Time Studio Manager

Luft Studio is hiring a part-time studio manager to help keep our small team organized and on track. This person must be easy to communicate with, extremely detailed, organized, and personable.

This is a new position for us, and we are looking for a proactive and flexible individual wanting to help design and evolve this position to support our team and growing business. Ideally, this person would take on more responsibility over time, including monthly bookkeeping.

As the studio manager, you will report to the founder and be responsible for:

- Creating and sending invoices after proposals have been accepted
- Following up on any overdue invoices
- Tracking project budgets for client installations (and providing updates if we are nearing our limits)
- Working with project managers to clarify and reconcile all expenses and track against client projects
- Liaising between our staff and accountant for bookkeeping and general finance questions
- Maintaining our list of business development opportunities
- Assisting founder with bi-weekly payroll
- Quarterbacking onboarding for new team members and contractors
- Organizing office get togethers for our small team (order team lunches, book conference rooms, order supplies)

To be well-qualified for this role, you must be:

- A self-proclaimed numbers nerd
- Proficient at Excel, Numbers, Quickbooks Online, and navigating bank websites
- Good at creating efficient systems
- Interested in the design and art world

### We appreciate

- Humility
- Creativity
- Self-motivation
- Quiet strength
- Learning

### Pay

\$25/hour

### Hours

Estimated 10 - 20 hours per week with room to grow as more tasks are taken on. To start, this position will be on-site at our office in River West, but it has the potential to be partly remote in the future.

### About Luft Studio

We find magic in material, the special something about collecting and assembling large quantities of materials and carving out spaces for their thoughtful use. For every project we bring together an ever-evolving ecosystem of makers, assemblers, artists and collaborators to help organizations, brands and companies make meaning and tell stories. We make large and small art installations that integrate storytelling - from materiality concepts to branding. Much of our work is created around production tables and on-site with the help of the team.

### Interested in applying?

Please send your resume and cover letter highlighting your experience, skills, and any other relevant information to [studio@makeluft.com](mailto:studio@makeluft.com) with the subject line reading: Part-time Studio Manager - \*your name\*