



JOB DESCRIPTION: STUDIO MANAGER

[Really Useful Media](#) is a boutique, full-service production company focusing on documentary storytelling, event video, and live streaming for nonprofits and other mission-driven clients. Based out of the Really Useful Media office in Brooklyn, the Studio Manager plays a vital role in keeping operations and administration running smoothly for the company. We expect the right candidate will grow with the position, learning new skills and expanding her/his/their role over time.

Typical responsibilities will include:

- Coordinating office operations, such as monthly cleaning service, ordering and maintaining supplies, and keeping the physical studio space organized
- Ensuring monthly bills and vendor invoices are paid on time
- Issuing client invoices and payment reminders
- Managing and updating the team calendar
- Assisting with production logistics as needed, such as crew scheduling, catering, travel, and client requests
- Responding to client booking inquiries
- Supporting the Executive Producer with high-level operations, such as budget management and planning, forecasting team capacity
- Managing special projects as needed, such as ordering client holiday gifts or conducting an annual insurance inventory
- Fostering an office environment and culture that helps our hardworking team do their best work (think: planning office birthdays and team activities, soliciting requests for new healthy snacks)

We are a small yet growing company, so no list could cover it all. This is a great opportunity for a person who likes to take initiative, finds joy in problem-solving, and enjoys both tackling ambitious, complex projects and accomplishing the simplest tasks on her or his to-do list.



This role would be a good fit for someone with at least 2-5 years of professional experience. There are many specific skills involved in production operations and logistics, and we don't expect applicants will have them all right off the bat. We are more interested in making sure our team members have the ability to acquire new skills quickly. The ideal candidate will have some experience in production and demonstrate an interest in our clients' work and issue areas they address, which range from healthcare to social justice, art and design to affordable housing, and beyond.

Strong candidates will have:

- A Bachelor's degree
- Significant project management experience, including proven critical thinking and problem-solving skills
- Excellent interpersonal and communication skills
- A proven ability to manage, meet, and beat deadlines
- Proficiency with Google apps (docs, sheets, Gmail, calendar), Excel/Numbers, Word/Pages
- Familiarity with production workflows; previous hands-on experience with camera, live streaming, lighting, and/or sound equipment a plus, but not required
- Ability to work both independently and collaboratively, including working on distributed teams

This position requires flexibility and availability to work occasional evenings and weekends. That being said, we are committed to creating work-life balance, even as the workday's timing may vary.

More broadly: we like solving problems, and we like to work with others who do too. If you enjoy coming up with clever, thoughtful systems for getting important work done more efficiently, you'll fit right in. And if the idea of helping take our growing company to the next level sounds exciting, we should talk.

Really Useful Media offers competitive salary and generous paid time off packages, along with a friendly working environment in Industry City, Brooklyn. Candidates should send a resume and brief cover letter to jobs@usefulmedia.net. No phone calls, please.