



**About:**

[Unconventional](#) creates educational & economic infrastructure that propels artists to become the next generation of civic leaders. We specialize in interactive art that strengthens brand relationships, inspires citizenship & beautifies neighborhoods.

Artists have a distinct sensitivity to the world, and communication skills that mobilize others to take action in the face of uncertainty - essential qualities of good leadership. However, today artists are being seen as purely entertainment.

At Unconventional, we're redefining the role of artists in the world. We're building a network of the highest quality socially responsible artists and connecting them to educational & employment opportunities that beautify neighborhoods and strengthen community relations. These artists are setting the standard for socially responsible art, and defining a new achievable career path for young artists interested in civic leadership and social impact.

**Challenge:**

Our production team is working at capacity as Unconventional grows. We expect a larger wave of clients going into 2018 - our second fiscal year. While we currently use project management techniques that take clients from acquisition to referral, as a young company these systems are clunky and inconsistent. They must be better automated and more efficient.

**Need:**

We need to implement more centralized, intelligent and scalable production & project management processes that both increase the value of Unconventional's projects and uphold its culture & commitment to customer service. The Production Manager will work alongside the CEO to craft these processes. The PM's primary role will be to successfully test & integrate these processes while navigating multiple stakeholders & fully executing Unconventional's projects. This requires:

- Distilling complex client needs & objectives into authentic & actionable timelines that overcome any potential friction points by turning them into opportunities to improve our production system.
- Recruiting, vetting, organizing, and negotiating agreements with independent contractors & vendors (e.g. artists, art assistants, educators, property managers, suppliers).
- Developing & integrating quick solutions and feedback mechanisms aimed at improving the consistency, quality and scalability of Unconventional's productions, all in collaboration with our Experience Designer.
- Always staying on, or below, budget and working to the highest professional and quality standards.
- Strengthening relationships with contractors, vendors & other project partners in order to maximize & optimize any Unconventional art productions.
- Being a constant advocate for data-driven solutions and automated production processes.

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**To Apply:** Send cover letter & resume to [Jordan@BeUnconventional.co](mailto:Jordan@BeUnconventional.co)

**Title:** Production Manager, full-time

**Compensation:** Short-term 3 mo. contract to start; long-term ideal; salary & equity negotiable.

**Metrics:**

- Qualitative improvements of client feedback,
- Increasing client retention and referral rates,
- Budget optimization, and
- Quantitative increase of our Production Capacity (i.e. decrease time per production).