

## **OPERATIONS DIRECTOR**

Brendan Ravenhill Studio is seeking an Operations Director to lead and manage our multifaceted production team. We are a design firm located in the Glassell Park neighborhood of Los Angeles, CA, that specializes in lighting, furniture and product design. Since its founding in 2010, the studio has explored material, function, and manufacturing methods to create a body of work that we hope you love. Our products are devoid of excess and ornament, striving for a logical celebration of physics, material and craft.

The Operations Director is a key member of the leadership team and is responsible for directing the efficiency and flow of our entire manufacturing system. This person must know the mechanics of production to such an extent that they can standardize and teach best practices, anticipate and solve problems before they happen, rectify mistakes and provide solutions, and maintain and improve the quality of our output. This position demands great leadership and project management skills, meticulous attention to detail, in-depth understanding of production and manufacturing processes, macro problem solving skills, clear communication and a high proficiency for multi-tasking. The Operations Director works closely with the leadership team to set big picture Studio goals and drive growth.

## **RESPONSIBILITIES**

- Manage capacity and direct production Operations workflow.
- Manage Inventory Budget in collaboration with the Director of Finance.
- Provide leadership, support, and redundancy for the Operations Department.
- Teach mastery of craft, manufacturing techniques, and quality control expectations.
- Develop and codify standards and processes.
- Strategize rush, stock, bulk, and custom order planning and execution.
- Conceptualize and implement macro level strategic goals.
- Exchange and negotiate information across departments.
- Track and analyze key Operations analytics and metrics.
- Act as the connective tissue on product development, lead times and production expectations between Design, Communications and Finance Departments.

## **QUALIFICATIONS**

- 5+ years of experience in operations or manufacturing, with 3+ years of management experience.
- A foundational knowledge of manufacturing processes.
- Passion for and experience in creating and implementing production systems for efficiency.
- Excellence in communication across departments and mediums.
- Commitment to mentoring team members through guidance and leadership.

- Results-oriented, analytically minded and highly organized.
- Ability to communicate clearly and strategically with fabrication vendors.
- Familiarization with lighting safety standards, particularly UL and IEC.
- Working knowledge of SolidWorks, SketchUp, Adobe Suite, and QuickBooks Enterprise Inventory.

If this sounds like you, please send your application to [careers@brendanravenhill.com](mailto:careers@brendanravenhill.com). Due to the large number of submissions, we may not respond to all inquiries. If this is your dream position then impress us with a great cover letter, full of character and devoid of typos.

**In your cover letter, please explain why you want to join Brendan Ravenhill Studio, what drives you creatively, and why efficiency is beautiful.**

In addition, please provide the following:

- Resume
- Two professional references
- Date you can start
- Compensation requirements