



## **Studio Manager**

**Location:** San Francisco, CA

**Duration:** Part-time (~50%, hourly)

**Reports to:** Chief Operating Officer

### **About D-Rev**

D-Rev is an international nonprofit company that designs and delivers medical technologies to close the quality healthcare gap for underserved populations. We are a portfolio design company that prioritizes the user in the development of products, and have been recognized by *Fast Company* as one of the World's Most Innovative organizations and the *World Economic Forum* as a Technology Pioneer. We utilize cutting-edge research and technology to develop user-centric products and strategies that are scalable.

### **About the Position**

We are seeking multi-talented Studio Manager to manage our studio space in San Francisco and to provide back-office and general operations support. This role is an opportunity to contribute significantly to the organization's stability and success. This is one of the most diverse roles at D-Rev he or she will contribute to a range of functions and teams, including product design, organizational culture, administration systems, and fund development.

### **Responsibilities will include:**

- Play a leading role in studio space management, manage and oversee equipment, supplies, and vendors
- Point person for visitors
- Develop and maintain an effective file management system
- Overseeing organization-level scheduling (e.g. visitors) and travel arrangements for international trips
- Provide support to the COO in managing employee & company data, including:
  - Liaising with bookkeeper to share files and records
  - Communicating with external benefits suppliers
  - Managing payroll, PTO (paid time off) and 401K
  - Documenting company policies and procedures
  - Supporting recruiting, hiring, and onboarding
- Assist with other department and India studio initiatives as needed
- Overall, keep D-Rev humming!



**Our ideal candidate will have the following qualifications and experience.**

**You are:**

- Committed to our mission
- Highly organized, and live for improving processes and efficiencies
- Someone with exceptional attention to detail, and high professional and aesthetic standards
- Versatile, and anticipate the needs of a growing organization, proposing solutions and processes to streamline operations
- A proactive problem solver
- Able to prioritize multiple projects simultaneously and manage sensitive information
- Comfortable with spreadsheets and cloud back-office applications
- Someone with a demonstrated commitment to working with a diverse staff
- An excellent writer, editor, and communicator

**Pluses:**

- Experience working at a nonprofit and/or managing HR

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities; duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

### **How to Apply:**

Please send cover letter and resume to [jobs@d-rev.org](mailto:jobs@d-rev.org), indicate "Studio Manager" in the subject line of the email, and include salary expectations or hourly rate.

*D-Rev is an equal opportunity employer. We value a diverse workforce and an inclusive culture. D-Rev encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status.*