



## **Studio and Technology Operations**

### **LMA Job Description**

#### **Who we are:**

We are passionate about creative energy and are in the business of producing world class imagery. We believe that the right people share our values. We know that people do their best work when they are happy and excited because they get, want, and have the capacity to own their roles.

#### **What The Job Is:**

The KP Tech and Studio Management seat will ensure the studio stays focused on innovation and creativity at all times. Successfully executing this role will ensure the team provides outstanding client experience and will allow the KP staff to focus their time on creative products and job completion, generating the energy and momentum to reach our goals.

- **What you own**
  - Innovation and process improvement with accountable collaboration
  - IT availability, reliability, functionality & efficiency
  
- **What you do**
  - You are a people person and a leader that will be a bridge between business functions.
  - Focus on leading innovation and improvement to processes, systems and scalable products and services.
  - Lead Innovation/Tech/IT special projects to completion with the help of cross-functional teams.
  - Ensure Digital Asset Management (DAM) accountability
  - Technology and equipment inventory management and purchasing cycles.
  - Proactively solve problems and share the results
  - Advocate for your function and for the greater good during planning sessions.
  - ID new and better ways to be profitable.

### Who you are:

- **A planner and a doer**
- **An innovator;** Always learning, applying your knowledge and skills to kill bad ideas quickly and see good ideas through to completion.
- **A fixer of things;** Sometimes you get called a “handyperson” since you are able to figure it out as you go - you don’t need all the information to get started.
- **Team Champion:** A person who enjoys working with teams and can rally the team around new ideas and projects.
- **Big picture thinker;** able to quickly understand how things work.
- **Marie Kondo:** Someone who loves to organize, simplify and systemize... you probably have the neatest sock drawer in your family!
- **Future thinker;** looks to the future because you know anything is possible - hears an issue, need, or problem one day and proactively follows up with solutions the next day.

### You are experienced with:

- **Strategy and Process:** Seeing the big picture in order to simplify and systemize with processes and procedures.
- **Project Management:** From planning to completion. The ability to work on multiple concurrent projects with deadlines.
- **Innovation:** Proven ability to deliver innovative solutions
- **Ongoing Learning:** Figuring it out as you go; Learning, developing, and applying new skills to finish a job.
- **Empirically Validating Ideas:** Systematically identifying what works and doesn’t work.

### We’re excited about you because you:

You will be a force of creative energy as you collaborate throughout the studio. You will ensure a sustained focus on IT and innovation. You understand that innovation is not just digital technology, but is also hands on building and tinkering as well as processes and systems improvements.

You will get IT organized and up to date; Running seamlessly in the background enabling us to be productive and efficient.

You will help us make our clients successful and ensure they have a world class experience.

You will be a great fit because you share our core values:

1. Respectfully Collaborative
2. Creative and Inspiring
3. Gets It Done and Accountable
4. Culture of Gratitude
5. Fun