



## INDUSTRY LAB

## JOINOURTEAM

Industry Lab is seeking an enthusiastic Operations Manager to join our small team! The ideal candidate will bring a flexible and communicative work style along with strong organizational skills for admin, event, and building projects. Tasks run the gamut from organizing furniture and supplies to helping strengthen relationships between residents. We manage 40,000 sqft across 3 buildings in Inman sq. Cambridge. This is a full-time position with benefits, but we are open to part-time help as well!

Industry Lab offers a uniquely flexible, neighborly style of coworking to recent grads, startups, artists, freelancers, and small businesses. We work hard to maintain below-market rates, custom workspace design, and an Artist-in-Residence program. We are passionate about maintaining a collaborative, creative space for our staff and members.

The role of Operations Manager will shapeshift according to the team's overall goals, but will generally require independent and/or collaborative work in the following areas:

### **Member Relations: Foster relationships between Industry Lab and its members**

- Build and maintain relationships with and between members through electronic and in-person communication.
- Execute onboarding and offboarding systems for incoming and departing residents
- Field questions about space usage and changes to rental agreements

### **Operations: Day-to-day tasks**

- Develop observant and organized practice of office environment management and improvement, including light cleaning in conference rooms and common spaces.
- Rearranging furniture and signage, for new members or event setup
- (optionally) flex your graphic design skills, or your proficiency with shop tools.

### **Building Maintenance: Facilitate building health and a functional workplace community**

- Small repairs around the lab, such as replacing light bulbs, mounting shelves/art, painting
- Make arrangements with local contractors for larger repairs and maintenance
- Must be able to lift 50 lbs, bend, stretch, climb stairs, reach, twist, and walk.

### **Business Development: Expand the Industry Lab member network**

- Evaluate prospective members for diverse disciplines, participatory attitudes, and continuous opportunities for collaboration
- Give tours to prospective members that address their unique interests and workstyles
- Attend occasional networking events and relevant educational workshops

***Please contact Justice to apply at [Justice@Industry-Lab.com](mailto:Justice@Industry-Lab.com)!!!***