



Office Manager

Job Title: Office Manager
Reports to: General Manager
Location: Orlando

Department: Studio Operations
Effective Date: TBD

About Vū Technologies

Vū is a state-of-the-art virtual studio network with stages certified for virtual production located across the country. Vū provides the studio, the technology, and the resources to make virtual production a seamless process, enabling all creatives to to make more content, faster with more control over their filming environment, budget and timeline. With capabilities in the build-out of custom LED volume and LED wall solutions as well, Vū offers the ability for clients to rent or own the virtual production solution that best fits their needs.

Overview

The Office Manager role will support the General Manager and help with overall office management responsibility for Vū Orlando. They must make sure the lobby and support spaces are clean and presentable for all guests/tours, greet visitors, help set meetings with senior and executive level employees, set up tours, maintain office supply and general studio purchases, coordinate deliveries and orders, monitor informational emails, perform general office services, help send out contracts, deal memos, and keep sales software organized for GM and local sales team.

Responsibilities

- Ensure the lobby is clean and presentable while accomplishing administrative duties
- Greet clients and visitors as well as schedule tours
- Maintains office supply inventory, snack inventory, and time sheet coordination
- Maintains mailbox, shipments, procurement of local needs
- Coordinates deliveries and orders (POs, invoices, make shipments, shipment tracking)
- This role will support GM and office staff
- General security monitoring of Ring Doorbell
- Answers phones and responds to overall answers to information requests
- Monitors informational email
- Maintain merch, Create client gift bags, let HeadQuarters know when low on merch
- Ensure the office is stocked with snacks, drinks, office supplies, etc.
- Communicate with weekly cleaners, printing company, comcast, floor painters, pest control, other general contractors for studio
- Help General Manager and sales team with some sales support
- Office Hours 9-5pm Monday - Friday

Job Requirements, Skills and Qualifications



- Great communication and interpersonal skills
- Flexible and versatile multitasker with great time management skills
- Experience with tools: Zoom, Emailing, Google, Microsoft Office Suite, Monday.com, Slack
- Experience as a receptionist, front desk, or office manager a plus
- Strong interpersonal, leadership, management and relationship-building skills
- Superior written and verbal communication skills
- Familiarity with production studio procedures and terminology is helpful
- Strong computer skills and the ability to learn new programs
- Strong marketing background
- Competitive spirit with an entrepreneurial mindset to exceed goals
- Bachelor's degree preferred
- Excited to learn about virtual production

Vu Technologies provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

For additional information, visit our website at www.vustudio.com.

Vu offers the following Benefits to its employees:

- 401(k) matching
- Dental insurance
- Health insurance
- Vision insurance
- Paid time off