



ROLE AT ROLLOUT

**Open
Position**

Office Manager

**Join
Our Team**

Are you organized, super friendly, and obsessed about keeping things running smoothly?

Rollout is looking for a full-time, on-site experienced Office Manager to join our team and help keep our creative studio buzzing.

You'll be the first point of contact for many of our stakeholders – clients, artists, vendors, and colleagues – setting the tone for a warm, professional, and welcoming environment. You'll handle a range of tasks from managing general inquiry emails to keeping track of office supplies, day-to-day expenses, and shipments. You'll be the point person for ensuring Rollout's high-velocity studio office is operating at peak productivity.

If you're the type of person who enjoys being the go-to person, has a keen eye for detail, and enjoys a workday that's always different from the one before, this role is for you. You'll be coordinating customer samples, managing vendors, organizing team lunches, and helping out with a variety of special projects and events. Plus, you'll play a key part in making our studio a welcome and inspiring workplace.

About Rollout

Rollout is a Canadian wallpaper design studio that's been creating custom wallcoverings for architects and interior designers across North America since 2005. We team up with talented artists to design bold, eye-catching patterns and murals that work in all kinds of spaces. Rollout uses eco-friendly materials and we pay our artists with ongoing royalties. At the heart of it all, we focus on creativity, collaboration, and great customer service.

Our Values

We Are Open-Hearted.

We value Transparency, Curiosity, Community, Inclusivity, Collaboration, and Communication. We're always "Ready to go," with honesty and fairness.

We Are Driven.

We value Motivation, Resilience, and Initiative. We strive to work productively -- in teams or solo. We're attentive to details, with an eye on the big picture. Our confidence does not need to prove itself.

We Nurture Relationships.

We support each other by celebrating success and proactively addressing shortfalls. We build trust, knowledge, skills, and engagement. We strive to foster a professional, positive, and fun working environment that is solution-focused. If something isn't right, we practice constructive interference.

We Crave Authenticity.

We want our people and our products to be seen as "The Real Deal." We're always on the look-out for the New and the Different. We like things that are brave, quirky, challenging, and inspiring. We don't care if it's Top Shelf or Back Alley – as long as it has an original vision and speaks with integrity.

We Respect Artists.

We want all of our collaborators to make a good living. We honour the artists we work with, and acknowledge that they bring to us their own audience cultivated through a personal practice built on discipline and craft. We want our artists to see Rollout as an innovative option for realizing and disseminating work. We curate the best of their most inspired work.

What We're Looking For

- 2-4 years of experience in:
 - » Assisting senior leadership.
 - » Working as an office or project manager.
 - » Managing building operations and office maintenance.
 - » Basic financial administration or bookkeeping.
 - » Working in a start-up, agency or creative studio environment.
 - » Event planning.
- College/University Graduate or equivalent experience.
- Comfortable with technology, with demonstrated experience using tools like Slack, Google Suite, accounting software, VOIP, Adobe Suite, etc.
- A pro at organization and multitasking.
- A people-person with great communication skills (both written and verbal).
- Someone who's always thinking ahead and coming up with solutions.
- A team player who's up for wearing a lot of different hats in a fast-paced, growing studio.
- Experience organizing or facilitating an office opening, move or expansion.
- Someone with a hospitality mindset, who anticipates the needs of those around them and creates a warm, functional environment.
- A relatively local denizen of the downtown Toronto area.
- An interest in creative or interior design? Even better!

Interested?

If you're interested, we'd love to hear from you!

Please e-mail careers@rollout.ca with your resume, cover letter and a short response to the following questions:

1. What is your ideal work environment and what management style do you prefer?
2. Who is your favourite artist and why? (Doesn't need to be visual art, can be performative, music, etc.)
3. In 100 words or less, tell us what makes you unique!