



PRODUCTION DIRECTOR POSITION DESCRIPTION

Re:new is a social enterprise in Glen Ellyn that provides employment for refugee women living in DuPage County, Illinois. We are a team of over 40 women volunteers and artisans working together to design, create, and market locally handcrafted products as we repair the social fabric of our community.

MISSION: To create a space for refugee women to thrive.

VISION: To foster a society that values and seeks out flourishing relationships with its refugee neighbors.

Production is the engine that makes Re:new run. The Production Director oversees the flow of product from request through completion, working in tandem with the Studio Manager. An integral position to the overall operation of Re:new, the Production Director works closely with every member of the Executive Team to ensure timely delivery of product for the Re:new store, special orders, events, and online merchandising.

A member of the Executive Team of Re:new, the Production Director reports to the Executive Director. This position is a volunteer role encompassing 10-15 hours per week.

Priorities

1. Execute administrative tasks associated with production to maintain efficiency in production cycles
2. Maintain consistent communication with necessary personnel to ensure timely delivery of superb product
3. Represent Re:new to business partners delivering top-notch customer service and timely delivery of product

Qualifications

- Strong communication skills (verbal and written)
- Strong organization and time management skills
- Ability to adapt to a fast-paced environment, adjusting priorities to fit agency needs
- Ability to give direction to Studio and production teams
- Strong teamwork and interpersonal skills
- Strong customer service skills
- Demonstrate passion for the mission of Re:new and embracing refugee women
- Knowledge of sewing or previous sewing skills desired (but not necessary)
- Willingness to uphold and respect the Christian values of the agency

Responsibilities

Administrative

- Participate in weekly Staff meetings (Monday, 9:30-10:30am)
- Manage Re:new email account responding and communicating in timely manner
- Coordinate with Executive Team regarding overall leadership of Re:new
- Meet with Studio personnel to communicate schedule and facilitate timely flow of product
- Maintain accurate flow charts of product movement, weekly
- Create (and revise) costing forms associated with new products/special orders

Production Cycle

- Sort and file textile donations for Design Team to process
- Oversee the replenishing of stock, inventory, raw materials and equipment
- Facilitate completion of new product design in keeping with seasons and product upgrades
- Coordinate with Sales Director, Marketing Director, Development Director and Lead Designer to anticipate fulfillment of production requests for special events, special orders, etc.
- Manage studio personnel to ensure timely delivery of beautiful products and work through any needs that arise

Special Orders/Business Partnerships

- Serve as the point-person for processing/facilitating special orders/projects with business partners working in tandem with Lead Designer, Sales Director and Marketing Director to determine complexity of project and Studio fulfillment
- Manage correspondence in timely manner
- Determine pricing for special orders/projects

Studio Culture

- Nurture relationships with artisans – listening, connecting, demonstrating cross-cultural leadership and sensitivity
- Train and mentor artisans in aspects of production, as appropriate
- Model healthy and peaceful conflict resolution practices
- Provide input and assessment related to artisan promotions and advancement

If you are interested in joining a team of fun, dedicated and passionate women volunteers, please send a resume and cover letter to Sue Roman (sue@renewproject.org) by Friday, February 27, 2015.