

Cavale Creative Company

Job Opening: Business Manager

We are Cavale Creative, a boutique creative firm in Visalia, CA. We bring our collective skills and experience together to help businesses, agencies, and organizations bring their visions to life. We build brands, make short films, develop websites, take photos, and assist in marketing efforts.

Expect a dynamic entrepreneurial environment. Flexibility is key, every day will be different than the next. For the first 6 months, you will be part-time and quickly move to full time as you settle into your new role. We are looking for "go-getters", "self-starters" who are excited about the idea of growing along with a thriving organization.

More important than being able to meet the needs below, it is important that you are a great fit in the company culture. A genuine desire to learn, to be apart of a team, to grow as an individual and help the company grow is so much more important than a great resume. Please don't be afraid to apply if you are young and/or inexperienced, bring some great energy and let's get started!

We are pleased to announce a Business Manager position opening at Cavale Creative to fill the following needs:

Manage production process

- Find and eliminate inefficiencies (read the data, and tweak the workflow).
- Leverage our project management system (Asana).
- Act as a "gatekeeper" for communications, internally and externally (ensure timely communication).
- Establish and enforce capacity limits for our crew and set realistic deadlines for our projects.
- Ensure that all teams/projects have the resources/crew that they need.

Business development

- Assist the creative director in strategically carrying out the company's vision.
- Develop strategies that bring the company's vision to life, bringing new ideas, strategies, and systems to deepen existing business and develop new products and/or markets.
- Partner with the owners in developing leads and helping bid and win new work (networking & sales).
- Manage and run internal marketing campaigns (using the creative team as needed and capacity allows).

Finances

- Manage payment of bills, contractors, employees, taxes, etc.
- Keep accurate financial records, ensure that financial obligations are paid, and needed money is being saved.
- Collaborate on the company budget

Working with creatives

- Understand and build expertise in the relevant market sector(s)
- Grace for working with artists and dreamers, allow them the freedom to create and the structure to be part of a successful business

Bonus: Experience in creative or marketing services

- Any experience and desire to work in services including but not limited to cinematography, photography, web and graphic design, writing, SEO, social media management, and digital/traditional marketing and PR strategy.



Email your resume to Forrest@Cavale.io

Learn more about us at www.cavale.io

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Expectations:

- Generosity & Honesty
- A continual desire to learn and grow as a business professional
- A desire to be an integral long-term part of the Cavale Creative Team
- A desire to be in on the ground floor of a small growing company
- Be prompt and professional
- Add spark and vision to the company as you feel equipped to do so
- Excel at communication with the team and our clients

Requirements:

- Fit within the small yet dynamic entrepreneurial environment of Cavale Creative Company culture.

Pay & Benefits:

- A competitive salary based on experience (part-time working up to full time).
- Commission on sold jobs
- Once you become a full-time employee you will receive:
 - 10 personal days off per year (sick or vacation).
 - 9 paid holiday days off per year.
- *Room for growth, as the company grows so will your pay & benefits, **guaranteed***



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