



acme innovation

Operations Manager *Job Description*

Acme Innovation is building a full-stack Web3 music and entertainment ecosystem and putting ownership and revenue back in the hands of creators.

We are on the precipice of a seismic shift around how media and technology interact. As the internet was to 1999, so too is Web3 to 2022. Acme exists at a confluence—with deep subject matter expertise across industries, we are uniquely positioned to enable the impending large-scale technological revolution and adoption of Web3. This moment presents a singular opportunity to disrupt how the media and entertainment industries have always operated and—as a result—address systemic inequalities, democratize access, connect creators directly to their most passionate fans, and help artists build sustainable careers on their own terms.

Overview

This position offers a unique opportunity to carve out a vital role within a new, bleeding-edge company doing pioneering work at the intersection of media, entertainment, and Web3.

This is a full-time, remote position. The Operations Manager will report to Acme Innovation's VP of Strategy and Operations, managing all of AI's day-to-day operations, both internal and across all AI partners as needed.

Acme Innovation is a small, nimble startup about to hit its growth stage, meaning that, while a number of concrete responsibilities are outlined below, an equally important aspect of the job will be adapting to changing priorities and new projects as the team grows and projects take off. Additionally, as our work is frequently time sensitive (and the VP of Strategy and Operations is based on the West Coast, while the rest of the team is based on the East Coast), this position will often require work outside normal business hours, and may occasionally require domestic travel.

Finally, while there will be a large amount of up-front work on the organizational side of this position, there will be longer-term opportunities for growth as both the role and AI develop.

Responsibilities:

1. Establish and maintain a company-wide file storage and organization system; Onboard the AI team to this system and ensure its ongoing use
2. Evaluate, reconfigure, and maintain all internal communication tools to best serve the company and help streamline operations



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3. Administer all AI business accounts, including (but not limited to) Google Workspace, Coinbase, Gemini, Zoom, Slack, Justworks, etc. Participate in these tools' professional development opportunities as needed/available and ensure the AI team's ongoing, correct use of them
4. Oversee all HR and payroll, including:
 - a. Scheduling 1099 and non-W2 payments through AI's payroll provider, Justworks
 - b. Researching and drafting company policies for sick leave, parental leave, etc. that meet all state and federal laws
 - c. Oversee all recruitment of new hires, including posting job descriptions, screening candidates, scheduling interviews, and project managing the hiring process
 - d. Onboard new employees, including drafting and sending employment contracts, setting up Justworks accounts, completing I-9s, and setting up Google, Slack, Zoom, etc. accounts
5. Consult with all AI partners on all of the above, providing knowledge and guidance as needed as they navigate the same issues
6. Work with AI's accountants as needed to provide information on income and expenses throughout the year
7. As needed—and time-permitting—work with the VP of operations on a range of Acme Innovation projects across communications, branding, strategic planning, marketing, and growth

Requirements:

1. Eagerness to work in a rapidly evolving space that requires both dedication and adaptability
2. 1-3 years experience in operations (particularly in internal organization/communications and/or payroll/HR)
3. Demonstrated strong writing and editing skills
4. Ability to work calmly under pressure and meet deadlines
5. Ability to handle competing priorities
6. A creative approach to problem-solving and strong decision-making skills
7. Willingness to learn on the go and do whatever's needed to get the job done

To Apply

Send your cover letter, CV, and any available writing samples to contact@acmeinnovation.com