



HYPER ISLAND

PROGRAM MANAGER of 30 WEEKS, HYPER ISLAND - NEW YORK CITY

The Company

Hyper Island is a creative business school with consulting services delivered all around the world. We have hubs in New York, London, Manchester, Singapore, Sao Paulo, Stockholm and Karlskrona. Hyper Island has 100 coworkers, 300 collaborators, more than 300 full-time students, and 5,000 executive participants going through our programs and courses every year.

Hyper Island's vision is to provide Life Long Learning for our clients by enabling individuals and organizations to understand the opportunities created by the digital evolution and act in a world in constant change. We help companies and individuals to develop, grow and rise to the challenges of tomorrow's transformative technology.

In the past 19 years, we have seen our clients unlock new market opportunities by successfully changing their business models and cultures while embracing the changes in mindsets triggered by the networked society. Our clients include some of the world's largest brands within marketing, communication, media, retail, finance and nonprofit organizations.

The Project: 30 Weeks

30 Weeks is a new program - part incubator/part education program - which gives talented designers the hands-on experience, mentorship, critiques, tools, workspace, and connection to the communities they need to create products and start companies that may just change the world. The program is operated by Hyper Island, and

supported by Google in partnership with School of Visual Arts, Parsons, Pratt, The Cooper Union and some of the smartest minds in design, tech, business and venture capital. For more information see: <http://www.30weeks.com>.

The Role

The Program Manager (PM) works closely with the Program Director to support the development, delivery and documentation of the 30 Weeks program. The PM leads and manages the internal team process and workflow, including budgets and timelines, to insure project deliverables are met. In addition, the PM supports and facilitates team collaboration by optimizing platforms and efficiency. The PM will also be responsible to run the office which includes managing the space, ordering office supplies, handling mail, and tending to any maintenance issues such as internet, phone, building issues, etc.

Hyper Island's success is built on teamwork. At the same time, we need the PM to be self-motivated and driven, work independently, and be able to manage her/his own time and goals.

Candidate must have a current US Visa, Green Card or Resident status.

Desired Skills and Personal Attributes

As Program Manager you are:

- A leader
- A facilitator
- A proactive problem-solver
- A strong communicator and listener
- Extremely organized and detail-oriented
- Highly adaptable
- Good under pressure
- Digitally savvy
- Forward thinker
- Independent doer
- Collaborative and group-process focused
- Comfortable working with diverse teams and clients (from CEOs to assistants)
- Passionate about progressive education and learning
- Sense of humor (seriously)

Experience:

Previous experience in education, strategy and project management (as a facilitator and leader) is required. A higher education or a university level degree is also required.

Position:

This is a full-time contract position that starts upon signing an agreement and ends at the end of May 2016. There is possibility that this position will continue based on the success of the 30 Weeks 2015-2016 program. This position is located in New York City.

The Application:

Please send CV, 1-page cover letter, and answers to the three questions below to: Shana Dressler, Program Director at shana.dressler@30weeks.com by June 1, 2015. Interviews in NYC will begin immediately.

Questions:

1. Describe the project you've worked on to date that had the greatest number of moving parts. Please include what digital tools you used to manage your work and the level of detail that the project required.
2. When we say "extremely organized and detail-oriented" what does that mean to you and how does this figure into the quality control of your work?
3. Talk about a time you were asked to do something that you didn't know how to do.