



Assistant Project Manager

Job Description

Who we are:

We are passionate about creative solutions and are in the business of producing brand and product imagery. We believe that the right people share our values. We know that people do their best work when they are happy and excited because they get, want, and have the capacity to own their roles.

What The Job Is:

- **What you own**
 - Projects: On time & on budget.
 - Estimate & invoice accuracy.
 - Client expectations.
 - Client satisfaction.
 - Scope clarity & management.
 - Opportunity identification.
 - Traffic management.

- **What you do**
 - Discover clients' issues, needs, and problems in order to define the scope, estimate and win the project.
 - Traffic management: Scheduling full-time and freelance crews.
 - Provide an environment that makes the client's job easier.
 - Follow and report to the project manager on the progress of the project.
 - Work directly with project managers to help implement project goals as well as maintain project schedule and efficacy.
 - Oversee variable aspects of projects and provide direct assistance to ensure timely project execution.
 - Assist with procuring materials and other items necessary for completing project goals.
 - Organize and track all project documents.
 - Coordinate with vendors, employees and clients to organize project expectations.
 - Monitor and report on project budget and spending.
 - Review project implementation and gather data on project execution.
 - Coordinate with project managers and other project leads following project execution.
 - Evaluate and identify challenges and utilize resources to solve problems.

Who you are:

- **A Planner and a Doer.** Lives the core value “Gets it done and accountable!”
- **Team Champion:** A person who enjoys working with teams and can rally the team around new ideas and projects.
- **A People Person:** You understand people; what gets them excited and how to leverage their strengths in order to get the best results.
- **A Problem Solver:** You figure out how to get it done.
- **A Juggler:** You are able to manage and prioritize numerous projects and tasks daily.
- **Dynamic:** You can zoom-in to focus on the current project, then zoom-out to see the bigger picture with the client.

You are experienced with:

- **Project Management:** From planning to completion. The ability to work on multiple concurrent projects with deadlines.
- **Commercial Photo, Video, & CGI:** You know how to manage and produce advertising and commercial projects.
- **Ongoing Learning:** Figuring it out as you go; Learning, developing, and applying new skills to finish a job.
- **Empirically Validating Ideas:** Systematically identifying what works and doesn't work.

We're excited about you because you:

Know our client's issues, needs, and problems too. You are able to work with the team to define solutions that provide value to the client. You are able to make the client's job easier, while simultaneously making them look good.

You are always looking for ways to work smarter and get better results. You want to come to work everyday, not just because of the 'work' to be done, but because of the 'people' you work with.

You will be a great fit because you share our core values:

1. Respectfully Collaborative
2. Creative and Inspiring
3. Gets It Done and Accountable
4. Culture of Gratitude
5. Fun