



## **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.
  
- **What you do**
  - Discover clients' issues, needs, and problems in order to define the scope, estimate and win the project.
  - Coordinate and communicate projects from pre-production through post-production to ensure an on budget and timely delivery of the project.
  - Traffic management: Scheduling full-time and freelance crews.
  - Build long-term relationships with clients and always make the clients look good.
  - Get the client involved in the decision making.
  - Provide an environment that makes the client's job easier.
  - Implement project goals as well as maintain project schedule and efficacy.
  - 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.
  - Ensure client satisfaction before the final invoice is sent.

### 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:** Creating schedules and budgets. Producing projects from planning to completion. The ability to work on multiple concurrent projects with deadlines.
- **Commercial Photo, Video, & CGI:** Produce advertising and commercial projects.
- **Managing Accounts & Client Relationships:** Maintaining and developing relationships and growing business with your clients over time.
- **Collaborating With a Sales Team:** Knowing how to schedule, budget and win 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 can hit the ground running; start managing and producing projects right away. You have a proven track record and you know our industry.

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 have maintained long-term relationships with clients, which have resulted in growth.

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