Project Manager

We are looking for a Project Manager to join our team.

We are building a team of individuals who would seamlessly fit into our creative team to help with the creatives behind the 8393 Creative culture.

The Project Manager role is to ensure that all aspects of integrated marketing campaign are successfully delivered to the client. This role is also responsible for the fiscal health of the program and for communicating effectively with the team and the client. This is a hybrid contract position.

Female-founded and operated, 8393 Creative is a digital marketing and creative studio helping small to mid-size businesses brand and market their business. We provide Branding + Strategy, Graphic Design, Web Design, and Digital Marketing services.

Our focus is on creating and clarifying your message while developing deep brand interactions that provide the highest measurable return-on-investment. We are an extension of our clients marketing and creative departments and treat each business as if it were our own.

The ideal candidate will be highly motived, well-organized, and have an keen eye to detail. Project demands fluctuate but on average will probably require 10-30 hours a month, depending on active projects.

Client Management:

- Participate in the development of integrated solutions that leverage agency offerings and are mutually beneficial for the client and the agency
- Guide the development, writing and presentation of incremental program proposals, scopes of work, schedules and staffing plans as they relate to solutions
- Build and maintain effective client relationships, ensuring that all client's needs are heard, understood and addressed in a timely way
- Ensure clear communication to the client for the assigned program regarding roles and responsibilities, scope, budget, schedules and program status/ action items

Resource/Team Management:

- Working with the key team members, manage the program process from creative through execution
- Ensure regular team meetings and manage communications between team members, ensuring all deadlines are met
- Coach and oversee junior team members on execution of all individual job details
- Manage resources; identify, negotiate and book external resources as needed

Budget and Vendor Management:

- Working with the key team members, create program budgets and manage the revenue throughout client programs
- Translate costs to a sell price with appropriate detail to be communicated to the client
- Manage/mitigate third party costs
- Develop and actively manage vendor/ freelance talent relationships to ensure best available talent and pricing
- Reconcile program costs against budget for your assigned program

Creative Management:

- Participate in creative brainstorms to generate ideas for clients
- Continually look for innovative solutions and production methods
- Execute the integrity of the creative treatment in all deliverables
- Contribute and recommend ideas on alternative solutions and the latest technology to enhance and add value to any experience

Success Measures:

- Flawless delivery of client commitments
- Positive team climate that inspires others to excel and deliver
- Seen as a valuable leader of program and client teams
- Repeat business with client
- Profitable budget management

Experience Required:

- At least 5 years of agency background with marketing/ client services experience with at least last 3 years delivering integrated solutions: Digital, PR, Events, Corporate Marketing
- Strong program management, organizational and communication skills
- Excellent business and report-writing skills
- Strong leadership skills and the ability to manage a team
- Demonstrated production competencies: client focus, accountability for results, team effectiveness, developing others, attention to detail, flexibility and professional confidence.
- Strong familiarity and comfort with technology in general, a desire to remain informed of current trends and improvements, and the ability to communicate highly technical concepts to a non-technical audience

Benefits:

- Small team in an entrepreneurial environment (be heard and have an impact).
- Scheduling flexibility and remote working.
- Company sponsored learning opportunities (e.g. resources, conferences, etc.).
- Casual attire, team lunches, group outings.

How to Apply Please send your resume to contact@8393creative.com

Base Pay-DOE