

Role: Creative Project Manager

Role Type: Full Time Salary

Responsible to: Creative Director

Oversees: Oversees Account with Pro Media Fire, Oversees work done by Eastern Hills admins for communication purposes.

Member of Teams: Creative Team

Purpose

The Creative Project Manager is a highly motivated and forward-thinking key component of the Creative Team. This role requires a combination of strategic/creative thinking implementation of plans once they are developed. This person is a workflow champion of all communication, media, design, and creative projects ensuring that project goals are met in a timely fashion and a liaison for the creative team to other teams

Responsibilities

- Manage **Project Workflows**
 - Expertly uses project management system to prioritize, assign, and track creative projects for weekend experiences and cross functional departments
 - Keeps stakeholders up-to-date through the production phases
 - Point of Contact for visual social, video and graphic contractors and accounts
 - Helps the team stay on track for monthly and annual goals and objectives
- **Administrative Support** for the Creative Director
 - Provides calendar management, resource reservations, and email assistance
 - Preparation of documents, such as agendas, brainstorming notes, invoices, etc
 - Manages the financial plan for Creative and Communications
 - Keeps web and financial accounts up to date, contributes to a good working relationship with vendors and contractors
 - Gather info for weekly email/communications of Eastern Hills
 - Gatekeeper of web site and social media
 - Finds creative ways to have fun as a team
- Manage **Leadership Pipeline**
 - Oversees and execute the onboarding, development and off boarding process
 - Involved with the planning of Team Nights and other Creative Team events
- Support **Weekend Programming** Team
 - Ensures scheduling of Music and Production by Creative Teammates
 - Partners with the Creative Director on communicator props

Competencies

- Collaborates – Builds partnerships and works collaboratively with others to meet shared objectives
- Manages ambiguity – Operates effectively, even when things are not certain or the way forward is not clear
- Drives results – Consistently achieves results, even under tough circumstances
- Tech savvy – Anticipates and adopts innovations relevant to known scope of work
- Associates or Bachelors degree or equivalent combination of education and experience (typically 4+ years) required
- 3+ years of experience in project management and administration
- Knowledge and experience with Microsoft Office and Basecamp strongly preferred
- Knowledge and experience with Adobe Creative Cloud preferred
- Proven time management skills
- Excellent written, verbal, and communication skills
- Adaptable; able to be flexible with evolving responsibilities and last-minute changes
- Exemplary customer service skills

A person skilled in moving ideas from dream to reality, positive thinking, and living in the details will thrive in this role. If you love to plan and use calendars, and collaboration and teamwork have a special place in your heart, you may be the perfect candidate.