



Project Manager - Summary of Roles and Responsibilities

The Project Manager will work with Director of Operations and Account Director to support projects at each stage.

- **Project initiation**
 - Set up Monday boards
 - Assist in budget creation, with account team review
 - Ownership of routing development, with account team review
 - Work with account team in definition of project scope and objectives, involving all relevant internal stakeholders and ensuring feasibility
- **Project Planning**
 - Order supplies and build materials, with account team involvement as needed
 - Attend site visits
 - Handle logistics/advances as needed
 - Determine project milestones
 - Develop packing list for each project
 - Establish and maintain relationships with third parties/vendors including tour manager selection
- **Project Execution**
 - Support account team as needed (will vary by project) including tasks such as:
 - Storage management
 - Shipping
 - Social media management as needed
 - Onsite for kick-off and check-ins as needed
 - Communication with production manager
 - Attend client calls as needed
 - Report and escalate challenges to management as needed
 - Oversee all activation and managers on the road as needed
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- **Project Monitoring**
 - Update Monday boards/ensure deadlines are being met
 - Track project performance, specifically to analyze the successful completion of short and long-term goals
 - Create and maintain dropbox folder containing key project document (e.g. budgets, creative decks, routing, etc.)
 - Monitor hours against budget
 - Review vendor contracts prior to delivery to Principals for signature
 - Oversee invoice payment to vendors
 - Reconcile budgets



- Establish weekly meetings with account team
 - Budget updates
 - Monday board updates
 - General project updates
- **Project Closing**
 - Assist in final budget reconciliation bi-weekly
 - Record/analyze final project hours
 - Create and archive full project folder on Dropbox
 - Contribute to debriefs after key project milestones (build, tour, event, etc.) to determine what worked, what didn't work and key learnings
- **General**
 - Attend training as required to maintain proficiency

Required Skills

- Must be able to work in excel for budget and reconciliation of client business
- Proficiency with MS Word and Outlook.
- Proficiency with Monday.com

Expectations

- Return calls and email within 1 hour with response for follow up / acknowledgement, or discussion on related topic.
- Be available after hours, as needed, to field calls and emails.
- Calm and poised in the face of challenges and keep a positive, solution-oriented mindset at all times.
- Consistently demonstrate ability to maintain emotional intelligence at all times.
- Available for travel, as needed
- Flexibility to accept job duties and responsibilities not contained within the list above

Desired Traits:

- Accuracy and timeliness, able to flawlessly handle every detail, oversee budgeting and guide process to achieve desired results
- Apply creative thinking to solve problems and “think outside the box” when needed
- Ownership mentality of every project, every task, and every interaction.
- Engaged behavior defined as greatly interested in and committed to.
- Be Intentional by acting in accordance with the Group’s conscious attempts to behave and perform according to their/its values and beliefs.
- Thoughtful by showing consideration for the needs of others.
- Self-disciplined with the ability to control oneself and make yourself work hard to behave in a productive and professional manner without needing anyone else to tell you what to do.
- Ability to Anticipate through experience and stay ahead of potential challenges and requests.



- Enthusiasm and positive energy as a consistent mindset.
- Collaborative in nature with a genuine desire to work within a group setting, as needed.