



## **Junior Project Manager Role**

**NOTE.** This is a hybrid position. Part-time (20-30) weekly office hours with all of our events + productions sprinkled in between. Competitive hourly pay with ability to earn more on site for events.

### **Responsibilities**

- Work with Project Manager (PM) to determine and define project scope for each project assigned
- Predict resources needed with PM to reach objectives and manage resources in an effective and efficient manner
- Manage budget + track project costs based on scope of work with PM
- Assist with coordination of live events - on site when applicable - hand in hand with Emily, PM + larger on the ground team
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables - with PM
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed
- Post event budget reconciliation with support from Admin (and PM)

### **Qualifications**

- Bachelor's degree preferred
- 1-2 years of project management and / or related experience
- Proven ability to solve problems creatively
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Ability to work smart, and often times fast + efficiently to meet quick deadlines
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete projects according to outlined scope, budget, and timeline

### **Requirements**

- Self-starter + self-reliant
- Demonstrate problem solving skills
- Ability to work well with team members
- Proficiency in Microsoft Office and G-Suite
- Good written and verbal communication skills
- Ability to prioritize work
- Socially aware of what is trending + "cool"
- Confident + organized