



## **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**

- Determine and define project scope for each project assigned
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Manage budget based on scope of work and resource requirements
- Track project costs to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to Emily + other team members, and (eventually) clients about progress, developments and adjustments
- Coordinate live events - on site when applicable - hand in hand with Emily + larger on the ground team
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- 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 team (and Emily)

### **Qualifications**

- Bachelor's degree
- Min 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