

## CREATIVE PROJECT MANAGER

### Position objectives

- Manage the smooth operations of all sections of the Creative Services team: content, offline and digital
- Drive change and ensure that processes are refined and adhered to
- Support the Creative Director, Head of Content and Digital Studio Manager
- Manage the resource and budgets of the department
- Act as communication point for other departments and the creative teams

### Deliverables

#### Manage the smooth operations of Creative Services including content, offline and digital

- Maintain high quality output from the Creative Services teams
- Establish and manage project scopes for larger projects
- Manage team workload to avoid roadblocks
- Process briefs for Creative Services
- Liaise with Account Management
- Operational reporting to senior management: process, forward planning, bottlenecks and benchmarking

#### Drive change and ensure that processes are refined and adhered to

- Introduce and integrate new work processes
- Co-ordinate with team members to ensure efficient sharing of information

#### Support the Creative Director and Head of Content and Digital Studio Manager

- Daily and weekly reporting to senior staff on bottlenecks and efficiencies in the teams
- Work closely with hiring managers to facilitate efficient resource management

#### Act as communication point for other business departments and the creative teams

- Manage competing priorities and stakeholders across all parts of the business
- Provide progress updates when needed
- Member of Head of Departments team

### Other duties as assigned

### Person specification

- Extensive experience as studio manager/operations manager
- Line management

- Project management / project planning / resource management
- Experience and understanding of studio creative process – client briefing to concept, artwork and rollout
- Understanding of out-of-home, press advertising, digital design
- Understanding/experience of experiential marketing useful but not essential
- Some knowledge of Adobe Creative Suite
- Experience using traffic software (Asana / Confluence / Trello, etc)