The Position: Project Manager Team Lead

Who You Report To: Managing Director

FLSA: Exempt

Date: January 2020

An Overview of What You Do:

The Project Manager Team Lead coaches and manages the Project Management Team across our Boston and NYC studios to ensure optimal execution and management of complex, cross-functional projects from kick-off to completion while ensuring client satisfaction, meeting all schedule milestones, and delivering within the approved budgets. The Project Manager Team Lead will guide the team through projects by fostering, collaborating, defining schedule, managing budget, and acting as a liaison between clients and Neoscape, while managing their own portfolio of large complex projects.

Your Primary Responsibilities*

- Fosters a positive environment by modeling cultural expectations of accountability, inclusion, flexibility, continuous improvement and collaboration as a results driven leader with an optimistic, can-do attitude
- Promote the vision of Neoscape both inside and outside the organization
- Recruit the right talent to join our team, building our talent pipeline by showcasing Neoscape at external events such as job and internship fairs and other networking events
- Oversee, lead and guide the Project Management team on individual performance and career development, as well as the teams’ overall goals and objectives
- Proactively create and implement strategies to improve workflow PM while increasing efficiency and profitability
- Partner closely with project teams to ensure seamless execution of projects
- Champion the client relationship, elevating client experiences
- Partner with team leads to provide insightful and strategic recommendations for optimizing the client experience
- Continuously looking-ahead to identify and troubleshoot any potential road bumps before they occur
- Lead client reviews by creating agendas, leading the group through introductions and recaps, and providing any PM-related insights to overall project/process
- Closely monitor budgets throughout the project, including direct costs
- Manage additional scope intake and execution, as well as proactively identifying additional scope items or opportunities for Sales, and attending some client pitches with Sales team
- Proactively provide suggestions and strategies to which contribute to evolution of project management processes to improve workflow, taking initiative to develop internal processes by identifying and pursuing ways to increase efficiency and profitability within the company

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
You Are:

- An embodiment of Neoscape’s values: Creativity, Collaboration, Drive
- A mentor with a knack for developing individuals, eager to provide guidance and offer creative input while collaborating with and empowering individuals
- Someone who sweats the details and takes pride in creating the best quality work
- Flexible and solutions oriented, keeping the client’s best interest in mind.
- An executor on more complex projects while creating solutions that best fit the big-picture and client desires
- An engaging communicator who is confident, articulate and can simplify the complex into compelling, intentional storytelling that drives business results
- A proactive communicator who ensures the team has the information they need to be successful and is in the loop every step of the way
- A multi-tasker who loves a fast-paced environment and effectively leading teams to meet deadlines and project budgets
- Always willing to jump-in, roll up your sleeves and help wherever needed

The Skills and Experience You Bring:

- Bachelor’s degree (in Business Administration, Fine Arts, Studio Art, or Architecture a plus)
- 7+ years of project management experience with experience with 3D visualization, film production, design, or interactive media
- Proven success managing a team of Project Managers
- Proven track record cultivating client relationships
- Extensive knowledge of various project management tools, systems, and programs

The Working Conditions and Physical Demands of This Role:

- Ability to travel locally, throughout the US.