



Position: Project Coordinator

Location: Boston

Reports To: Project Manager & Director of Project Management

FLSA: Exempt

An Overview of What You Do:

The Project Coordinator will report directly to the Project Manager in Boston and be responsible for supporting multiple complex projects from kick-off to completion while ensuring client satisfaction, meeting all schedule milestones, and delivering within the approved budgets.

Your Primary Responsibilities*

- Collaborate with project teams to deliver top-notch creativity while ensuring projects are executed seamlessly, within scope, on budget, and on time.
- Support and maintain client experiences throughout the project to ensure the highest level of client satisfaction while keeping the Sales Team aware of client relationship climate.
- Support expectations internally with Team Leads based on client goals and collaboratively set milestones and timelines that work for all production teams involved.
- Proactively ensure execution of deliverables between all project team members, continuously following up with team members as necessary.
- Define and learn how to troubleshoot any potential road bumps, collaborating with the project management team, while creating solutions that meet the needs of the team and clients.
- Participate in weekly meetings with production leads and project managers to set weekly goals and prioritize production schedules, and communicating necessary updates to all team members and clients

- Facilitate note-taking during client and internal meetings, aggregating and disseminating notes to streamline information for all relevant parties
- Proactively following-up on action items to ensure all items are being addressed
- Participate in client reviews by identifying potential issues, staying abreast of scope changes, reminding everyone of schedule, and overall goals
- Closely monitor budgets throughout the project, including direct costs
- Manage additional scope intake and execution, as well as identifying additional scope items or opportunities for

The Skills and Experience You Bring:

- Bachelor's degree in Business Administration, Fine Arts, Studio Art, Architecture or another related field
- 1-2 years of project management experience, preferably in a creative agency setting
- Proven ability to communicate effectively and create successful client partnerships
- Proven capability to oversee multi-person cross-functional teams comprised of internal and external resources
- Understanding and/or experience in 3D visualization, film production, design, or interactive media a plus
- Fast learner with the ability to adapt to new software and programs
- Experience with presenting both internally and with clients

You Are:

- Someone who sweats the details with a keen eye for correcting mistakes and takes pride in creating the best quality work
- Flexible and solution-oriented, keeping the client's best interest in mind
- Eager to listen to, interpret, and apply feedback, offering creative input and collaborating across disciplines
- An executor on projects while implementing solutions that best fit the big-picture and client desires
- Continuously seeking to improve creative process, keeping up with innovative best practices to provide best-in-class creative work and suggestions
- A proactive communicator who ensures the team is in the loop every step of the way
- A multi-tasker who loves a fast-paced environment and effectively meeting deadlines
- Always willing to jump in, roll up your sleeves, and help wherever needed

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.

The Working Conditions and Physical Demands of This Role:

Ability and willingness to travel up to 25% of the time

Industry: Marketing & Advertising & Real Estate

Remote: The position is on-site in our Boston HQ office

Relocation: No relocation will be offered

Employment Type: Full-time