

NEOSCAPE

Position: Project Manager

Location: New York, NY

Reports To: The NY Managing Director

FLSA: Exempt

An Overview of What You Do:

The Project Manager is responsible for managing multiple complex projects from kick-off to completion while ensuring client satisfaction, meeting all schedule milestones, and delivering within the approved budgets. The Project Manager will guide the production of the agency's creative services by ensuring a continuous flow of information between internal and external teams.

Your Primary Responsibilities*

- Act as the main point of contact for clients; clarifying strategic requirements, explaining complex ideas clearly, and managing expectations
- Set 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
- Participate in weekly meetings with production leads and project managers to set weekly goals, facilitate note-taking, and prioritize production schedules while proactively following-up on action items to ensure all items are being addressed
- Closely monitor budgets throughout the project, including direct costs
- Manage additional scope intake and execution, as well as identifying other scope items or opportunities with the Sales Team

The Skills and Experience You Bring:

- Bachelor's degree in Business Administration, Fine Arts, Studio Art, Architecture or another related field
- 3-5 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 is a plus

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- Architectural or Real Estate experience is highly preferred
- Experience with Asana is a plus
- Fast learner with the ability to adapt to new software and programs
- Experience with presenting both internally and with clients

You Are:

- You're a positive, professional, fun, relaxed, no-drama, low-stress person
- A natural leader, comfortable leading meetings, presentations, and teams
- You can handle multiple clients, multiple deliverables, multiple tasks
- Incredibly organized and prepared with excellent attention to detail
- Someone who sweats the details with a keen eye for correcting mistakes and takes pride in creating the best quality work
- Eager to listen to, interpret, and apply feedback, offering creative input and collaborating across disciplines
- A willingness to contribute to strategic and creative work throughout the process
- A multi-tasker who loves a fast-paced environment
- Always willing to jump in, roll up your sleeves, and help wherever needed

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, Architecture, Creative & Branding

Employment Type: Full-time

The above statements are intended to describe the general nature and level of work 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.