



EXPERIENTIAL

Soho's Creative Project Manager provides support, inspiration, and direction to multi-functional creative teams to develop, create, and deploy integrated campaigns and projects. You'll balance day-to-day project oversight, deliverables, and communication between creative teams, internal teams, and 3rd parties to ensure projects are completed on-time, on-budget, and on-brief.

About You:

- You're steeped in the creative process as it pertains to all marketing modalities (branding, strategy, digital, social, experience design, and print)
- You're a master communicator - connecting project stakeholders, internal teams, designers, production vendors and media partners as a project owner
- You budget in your sleep, eat tech specs for lunch and write SOWs blindfolded; no project is too small, nor too big to get you rattled
- You know how to design a road map for production; from project timelines to asset trackers to client feedback, approved creative is delivered within timeline and budget
- You've curated a network of freelance creatives, vendors, and resources, and you know how and when to engage them

What You'll Need:

- 3-5 years as a creative PM or creative services manager in an agency or global brand environment
- Proven success in project management methodology: project timelines, resource allocation, scopes, and budgets
- Fluency with design and production processes for digital, print, web + mobile, live + virtual events, environmental design, POS and/or hard goods
- Superb written and verbal communications skills and an unmatched attention to detail

Tools You've Mastered:

- industry-standard creative software (Adobe CC, etc.)
- Asana, Trello, Microsoft Teams or other project management software
- trafficking and archival of raw and edited footage and design files
- managing creative budgets up to \$1MM

You in? Get in touch. Send resume and portfolio to jobs@sohoexp.com with Creative Producer in the subject line.