

# TURNPOST®

CREATIVE GROUP

## Job Description:

### Project Manager

The Project Manager coordinates Turnpost projects in collaboration with the Account Coordinator. The objective of the Project Manager position is to gain skills and familiarity with our processes, manage relationships with assigned Turnpost clients, and eventually move into the role of Account Coordinator.

Although the Project Manager's primary role is project coordination, they are also advocates for any client they serve and the face of Turnpost in those interactions. The Project Manager will be involved in management, discovery, research, planning, strategy, and project execution. Additionally, they will work directly with Turnpost's partners and vendors.

We value, as do our clients, face to face and verbal communication first and email communication second. Excellent communication skills are expected. Additionally, the project manager works closely with our partners to provide our digital offerings, content strategy, and social media capabilities. At Turnpost, we build brands that move people – and we give the Project Manager room to learn, grown, and build a career with us.

#### *Roles and Responsibilities:*

- Co-write proposals and estimates. Do homework. Find resources. Become an expert.
- Co-write creative briefs and detailed tasks to meet deadlines.
- Executes agency processes, organizes workflow, and creates and oversees project schedules
- Deliver accurate and periodic project status reporting for TCG and clients.
- Be organized and have answers on all aspects of the project.
- Contribute to concept pitches and provide recaps.
- Validate decisions with data, statistics, or third-party examples whenever possible.
- Coordinates production. (works with vendors, manages production and fulfillment)
- Cost account. Familiarize yourself with what a project actually costs.
- Provide forward-thinking, new ideas to support projects and ongoing branding.
- Be the client advocate. Build relationships. Help them communicate their perspective to our artists.
- Follow-up. Gather results. Help build case studies for sales support.
- Set a goal of 6 hours or more of billable time per day.
- Promote the highest quality of work and creativity. (ensures accuracy and timely execution)
- Promote and advance Turnpost.

#### *Requirements and Skills:*

- Attention to detail on anything being presented or produced.
- Exercise empathy, perspective and tolerance
- Effectively communicate, early and often.
- Be an example of a great positive attitude.
- Apply meaningful collaboration.
- Continue learning and improve skill sets

#### *Nice to Haves:*

- Experience with project management of website development
- Experience with environmental design and branding
- Experience with email marketing and social media scheduling

*Please contact and  
provide resume to:*

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PRINCIPAL

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