

CREATIVE PROJECT MANAGER



JOB OVERVIEW:

Creative Project Managers are the lifeline of creative teams. Well-organized and flexible, they have the ability to work with all levels of management, vendors, and clients and possess strong project management ability. The Creative Project Manager plays a pivotal role in keeping projects moving internally and managing expectations. They will engage with the Team leaders to gather information and understand the overall direction of projects and creative requests.

Proactively work to move the Creative team members toward completion of project deliverables and supports the team in various administrative activities by building project schedules, forecasting hours for projects, submit invoices, coordinating with different teams to ensure that projects start and finish on time, that all stakeholders have reviewed and approved in a timely manner, and enforce process during projects. They will help create efficiency by forecasting, monitoring utilization, identifying opportunities to move projects to lower cost resources, as well as client/manager approvals.

RESPONSIBILITIES AND DUTIES:

- Support or act as the primary conduit between Creative and other support teams
- Accountability for communicating internal plans/methodology
- Run traffic meetings as needed; be responsible for daily communication with key stakeholders
- Ensure timeliness and quality of deliverables
- Assist in managing project process and updating of all materials
- Assist in writing creative briefs and developing presentations
- Cataloging and archiving projects.
- Maintain campaign matrixes as needed, reviews all art file updates for accuracy reports on the number of rounds and schedules
- Improve existing processes
- Ensure on-time, accurate program execution
- Prioritize and manage multiple projects simultaneously
- Produce timely and accurate project reports for internal reference
- Attention to detail and proactive in evaluating recommending, and implementing opportunities to improve internal tools and processes
- Flexible in supporting the creative team on a wide variety of administrative duties
- Strong diplomatic skills
- Coordinating, scheduling of meetings; taking notes and distributing; follow up on actions

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QUALIFICATIONS

- Excellent, proven organizational skills, including strong attention to detail and managing multiple projects simultaneously.
- 5+ years experience in project management in a creative agency or studio.
- Experience in Interactive, Digital, and Physical media a plus
- Experience in Marketing for Entertainment a plus
- Experience using digital workflows/project management software a plus (we use Monday + Harvest)
- Experience with adobe creative suite a plus
- Experience with Photo/Video Production a plus
- Strong listening and superior relationship-building skills.
- High intellectual curiosity, drive, determination, self-confidence, and persuasion skills.
- Candidates must possess an intense empathy for the human experience and the gravity of influence.

ABOUT AREA15

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment district offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium Arcade Bar](#), [Lost Spirits Distillery](#), [Oddwood Bar](#), "[Wink World: Portals Into The Infinite](#)," [Museum Fiasco](#), [Rocket Fizz](#), [Five Iron Golf](#), [The Beast by Todd English](#), [OZ Experience](#) and anchor experience, [Meow Wolf's Omega Mart](#), AREA15 is an ever-changing art, retail and entertainment district attracting locals and tourists of all ages.

For more information visit www.AREA15.com and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

TO APPLY, PLEASE FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER "CREATIVE PROJECT MANAGER" AS THE POSITION YOU ARE APPLYING FOR.