

CREATIVE PROJECT MANAGER/PRODUCER



JOB OVERVIEW:

The AREA15 Creative and Marketing teams are responsible for creating breakthrough creative content and strategies to reach and captivate today's experiencing seeking audiences. We believe in people-first storytelling, including highlighting real customers and communities and celebrating what they're wearing now. Our ultimate objective is to help customers feel like their best selves by making getting dressed that much easier.

As part of our expansion, AREA15 is seeking a highly skilled and self-directed Creative Project Manager to support the creation of industry-leading content and experiences. We are looking for a candidate with an aptitude and enthusiasm for process and project management to help the creative teams deliver the highest standards on time, every time. The candidate will have strong leadership skills with the proven ability to motivate those around them with their approach and dedication to excellence, as well as the ability to prioritize work from multiple stakeholders and resolve conflicting information. We are seeking someone who enjoys working in the creative field and has a strong analytical and time management skill set with excellent communications skills to help solve creative problems and successfully drive and organize internal traffic flow.

Partnering closely with creative staff and business partners, they will define project scope, develop timelines and milestones, plan and manage budget allocations, manage internal/external resources, facilitate reviews and communication, and ensure project delivery requirements are met. In addition, this role may also manage external creative agencies and production/post-production vendors.

A successful candidate will be a strategic thinker, helping the teams see around corners and promote time-sensitive and informed decisions. They will also be an expert communicator, adept at engaging all levels of contributors up to executive stakeholders, and working with different types of creative professionals and creative outputs. The Creative Project Manager will have strong leadership skills with the proven ability to motivate those around them as well as the ability to prioritize work from multiple stakeholders and resolve roadblocks for the team. This is part project manager and part traditional producer, collaborating with cross-functional marketing teams on projects that raise the bar for our customers' experience.

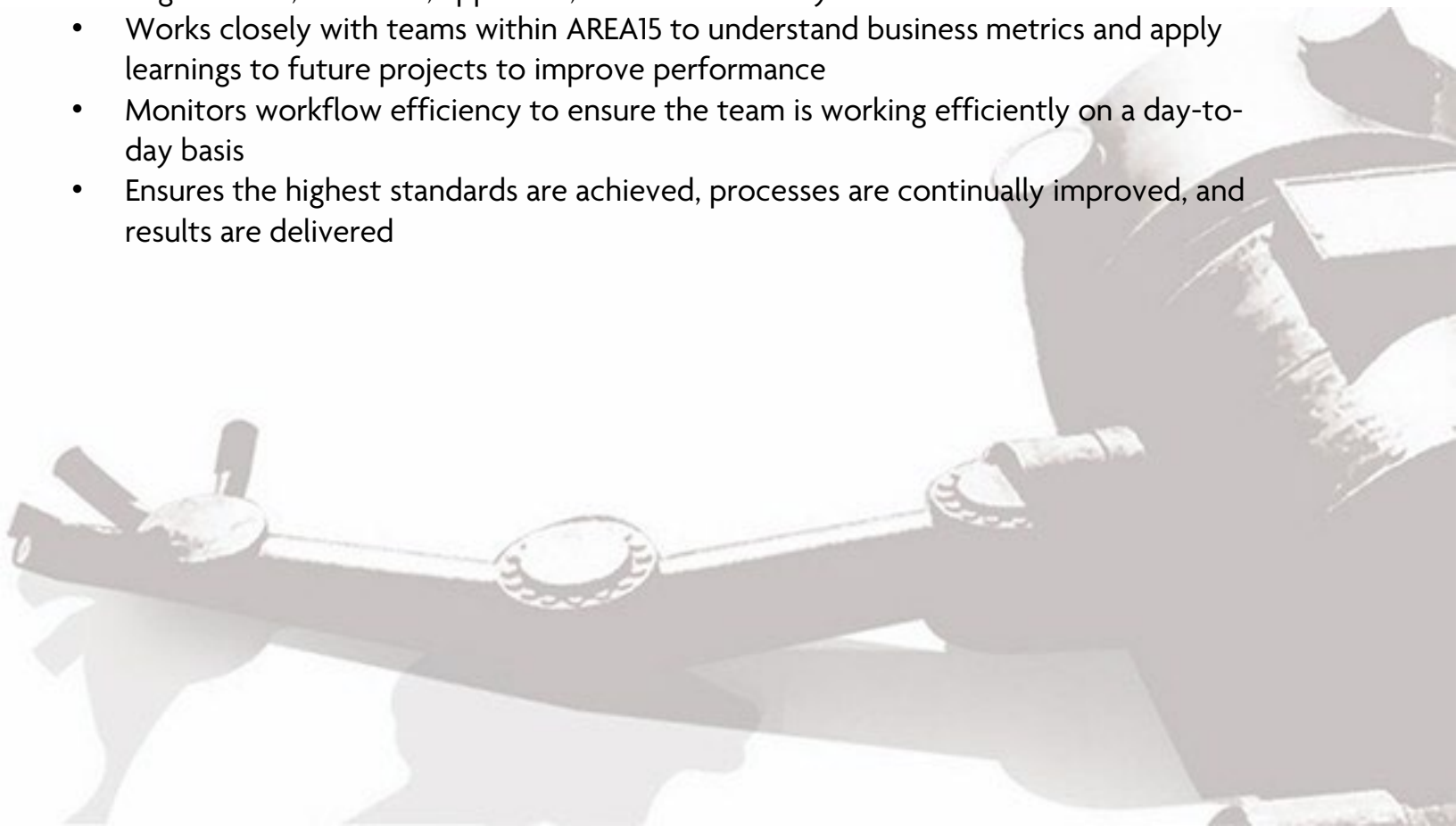
Our culture is entrepreneurial, collaborative and goal-oriented, and there are tremendous opportunities on the horizon.

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RESPONSIBILITIES AND DUTIES:

- Manages projects/programs/campaigns through the entire lifecycle: planning, creative, production, delivery, and wrap
- Defines project scope, including timeline, resources, labor hours, and external costs
- Facilitates project-related team meetings (i.e. kick-offs, status, internal/client reviews, etc.), and communicates action steps to the broader team
- Manages, organizes, and distributes all project documentation, including creative briefs, strategic plans, status reports, deliverables lists and post-project retrospectives
- Communicates project statuses at recurring cadences, identifying and troubleshooting issues/roadblocks
- Ensures deliverables and deadlines are communicated to all internal/external stakeholders
- Ensures all deliverables are meeting business partner expectations, including adherence to established timelines and budgets
- Write briefs, drive development, and own all aspects of the process including cost negotiations, timelines, approvals, research and analysis
- Works closely with teams within AREA15 to understand business metrics and apply learnings to future projects to improve performance
- Monitors workflow efficiency to ensure the team is working efficiently on a day-to-day basis
- Ensures the highest standards are achieved, processes are continually improved, and results are delivered

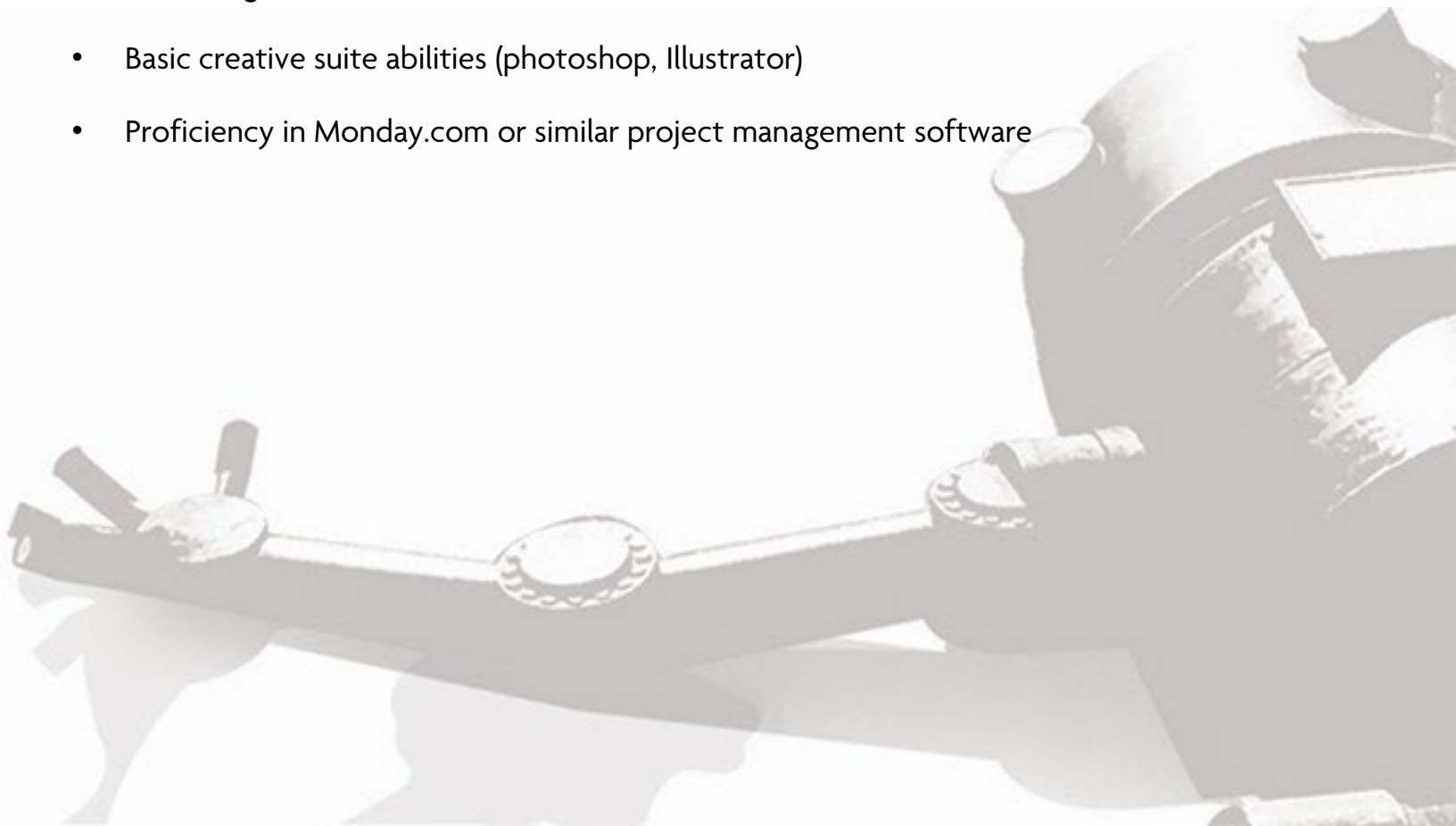


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REQUIRED QUALIFICATIONS

- 3+ years of producer/project management experience at a creative studio, marketing or advertising agency, or production company.
- Strong organizational and time management skills with the ability to set priorities, multi-task, and meet deadlines
- High attention to detail including precise and effective communications and proven ability to manage multiple, competing priorities simultaneously
- Deep understanding of creative workflows and deliverables
- Experience in a project management or coordinator role within a creative environment
- Ability to work in a fast-paced environment where continuous innovation is expected
- Creative problem solver who is passionate about inventing new ways to approach marketing efforts
- Basic creative suite abilities (photoshop, Illustrator)
- Proficiency in Monday.com or similar project management software



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ABOUT AREA15

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex 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](#), [Lost Spirits Distillery](#), [Oddwood Bar](#), [Wink World](#), [Museum Fiasco](#), [Rocket Fizz](#), [Illuminarium](#), [Five Iron Golf](#), [The Beast](#), a culinary experience by Todd English, and anchor experience, Meow Wolf's [Omega Mart](#), AREA15 is an ever-changing art, retail and entertainment destination 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/PRODUCER" AS THE POSITION YOU ARE APPLYING FOR.

