



## **WANTED: Project Manager**

Date: October 22, 2020

**Great team. Great clients. Great work!** We are busy. Join our team as a Project Manager and bring your energy to NE Minneapolis. This position offers a balance of autonomy and collaboration. You will be a good fit if you have high standards, strong communications skills, love directing the details and are energized by a fluid pace and work environment.

### **Description**

The Project Manager is a client-facing liaison between the clients and the creative teams. You will be responsible for working alongside the Account Team to help implement projects. This includes scheduling, estimating and managing projects to completion. Areas of work include: identity and branding, digital and print communications, research/strategic, digital, interaction, and motion design.

You will daily participate in strategic, creative, and project management briefings. You will track workflow and deliverables and manage logistics for kick-off meetings. You will monitor project changes in scope, schedule, and budget, and consistently ensure high quality solutions. Here, you will work directly with clients, Senior Account Directors, the President and creative teams to develop and maintain detailed project plans.

### **Skills & Requirements**

- 2-4 years of agency brand project management in marketing and communications.
- Must: agency-side work history with a variety of industries and client types.
- Outgoing and diplomatic, able to work well with different personalities.
- Highly organized and able to prioritize in a fast-paced environment.
- Vendor management experience helpful.
- Excellent follow through, good problem solver.
- Ability to stay calm and focused under pressure.
- Excellent communication skills and attention to detail.
- Ability to multitask and work well under deadlines.
- Working knowledge of MS Office including Word, Excel, and PPT.
- Familiarity with Workfront and Monday project management systems are a plus.
- Have a general working knowledge of image file extensions and when to use them.
- Our team culture values integrity, accuracy, high quality, strong work ethic, and collaboration.
- Bachelor's degree or equivalent practical experience.

### **About PLDG**

PLDG is a strategic design agency that brings powerful ideas to life, inspiring people to connect with legacy brands. Our versatile and talented team has a strong history of delivering award-winning results. Come invent with us on the historic Mississippi riverfront in Northeast Minneapolis, voted Best Arts District in America. Our specialties include strategy, content, brand identity, design for digital and print communications, motion, and experiential. We are a long-standing member of AIGA, the professional association for design. PLDG contributes generously to community nonprofits. Learn more at [pldg.com](http://pldg.com).

**Start date: Immediate, interviewing now.**

**COVID-19 note:** Most of our team are working at home. Orientation will require some hours at the PLDG office and some at home.

**Compensation:** Commensurate with experience. To start, this position will range from 32-40+ hours per week. *Our fringe benefits include health, vision, dental, long-term disability and life insurance.*

**CONTACT NOW: *This rare opening will fill quickly!***

Email a pdf of your letter of intent and résumé to Peggy Lauritsen, [plauritsen@pldg.com](mailto:plauritsen@pldg.com). In the letter, include your goals and what you are looking to do next. Include your salary expectation in the email message. Your email subject line must be labeled "PLDG PM20" and respond ASAP. Thank you!