



Ministry Matters Media Services

Design + Strategy = Engagement

Creative Project Manager

Reports To: President

Status: Part-Time

Payrate: To be determined

Creative project managers plan and organize project budgets, timelines, the scope of work, and more. They are the liaison between the creative team and the client to establish expectations and monitor project timelines, workloads, and project objectives to ensure they all stay on track.

- **Visual design skills:** While a creative project manager might not perform the graphic design tasks required by a creative project, they will work with the Creative Director during the project to understand the company's brand elements, which might include a color palette, specific fonts, and approved logos, can help the creative project manager ensure the project will meet the client's expectations.
- **Writing skills:** Creative projects often include writing components, website content, marketing slogans, and brochure copy. The Creative Project Manager will provide feedback to the content writers during the project and ensure all of the content is free of grammatical and spelling errors.
- **Technical skills:** The creative project manager will use various software programs in their work, such as task management platforms, to assign due dates to creative team members. These platforms often feature online storage space, where the team can attach design files, copy drafts, and other creative content.
- **Organization:** Creative projects often contain lots of material, including style guides, spreadsheets, and examples of completed work, so the creative project manager will use their organizational skills to make a project plan that's easy for the team members to follow. They will use project management software to collect resources and put them in folders for team members to access when needed. Their organizational skills can also help determine how much time the project might take and how many team members it might require, which can help them request an accurate budget from the clients.
- **Communication:** The creative project manager will work with the creative team and use their communication skills to ensure each member has the necessary information and resources. They will lead a meeting at the beginning of the project to explain the project's goal and timeline, and they might conduct individual meetings with the team members to check on their progress. If team members encounter issues or disagree, the creative project manager will use their skills to settle the dispute.
- **Industry knowledge:** While creative project managers focus mainly on marketing knowledge, they will also research to learn about their clients' industries to enhance their projects.



Ministry Matters Media Services

Design + Strategy = Engagement

- Time management: Keeping a project on a schedule can ensure that it stays within budget and that the products are complete when the company needs them. Creative project managers use their time management skills to divide a project into different stages and provide a schedule for the team members and clients that allows adequate time for review and revisions before the anticipated delivery date.

Creative Project Manager Education and Training Requirements

Creative Project Managers need a bachelor's degree at a minimum, with many candidates possessing degrees in fields like Marketing, Communications, Education, Business, Advertising, Project Management, Design, Management, Communication, and Business/Administration.

Qualifications

- Two to four years of work experience
- Experience managing projects, timelines, and resources using project management software
- Must have excellent and effective organization, communication, and time management skills
- Knowledge of industry-standard design tools
- Ability to contribute creatively and productively in the team brainstorm
- Project planning, budgeting, and structure for both live and pitch work
- Confident trouble-shooter and mediator
- Communicate with both internal and external stakeholders

TO APPLY

Please submit a cover letter explaining your vision for the position and resume to team@MinistryMattersMedia.com with the subject line "Creative Project Manager." No phone calls or other inquiries, please. Only applicants selected for interviews will be contacted.

Ministry Matters Media Services is an equal opportunity employer. We are committed to employing people who reflect the diversity of our clients and the communities and people they serve.