

butter

Company Overview: Butter is a creative studio that enables companies to leave an impression on their markets through compelling design, strategy, art direction and more. We are focused on partnering with organizations that foster empowerment, community, and joy. Our services include naming, brand positioning and identity design, visual design, motion graphics, packaging, web design, campaigns, editorial design and more.

Position title: Project Manager (Part-Time)

This is a part-time position, starting at ~5-20 hours per week

Reports to: Cari Sekendur, Principal/Creative Director (CD)

Location: Remote (anywhere!)

Position purpose:

This position serves the mission of the business by planning and overseeing projects to ensure clients have a delightful experience working with Butter. The PM will plan and set expectations for projects, keep the creative team on track, and make sure projects are completed in a timely fashion and within budget.

Administrative responsibilities:

- Schedule meetings, calls with clients, partners and CD
- Manage studio schedule via Asana
- Send and follow up on contracts and invoices
- Attend client meetings, take notes, and follow up with clients
- Monitor tracking and accountability (meetings, time allocated to project work and internal work etc.) for entire team

Day-to-day operating responsibilities:

- Develop deep familiarity with the business capabilities, goals, and prior work
- Develop and manage a detailed project schedule and work plan
 - Set up project timelines and keep design team and clients accountable to stick to schedule
- Take in person meetings and calls with clients or creative partners and vendors
- Brief clients on schedule and expectations
- Follow up with clients throughout projects
- Chase payments and contracts
- Manage projects from start to finish - set up and maintain schedule, make sure creative team sticks to it and nothing falls through the cracks.
- Make sure clients are briefed on what to expect and when
- Make sure clients issue their contributions to the project (feedback, purchasing fonts and stock imagery etc in a timely manner)

butter

- Manage client expectations, scope-creep, delays, and road blocks
- Review creative presentations before they go to the client to ensure they are on brand/strategy and free of mistakes/typos and are not missing anything
- Provide thoughts and input on brand strategy, naming, and copywriting
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Track project costs in order to meet budget
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed
- Measure project performance to identify areas for improvement

Business Development responsibilities:

- Write, edit, and send proposals for new projects
- Present proposals to new and existing clients
- Own client relationships, be a face of Butter
- Prepare budget based on scope of work and resource requirements
- Network with potential clients or industry partners

Requirements:

- Experience in project management, account management, production, or sales
- Self starter, brings ideas to the table
- Strong interpersonal skills, great communicator
- Great at handling conflict or difficult situations
- Exceptional organizational skills
- Excellent problem solver
- Extremely detail oriented
- Proactive and resourceful, anticipates what could go wrong before it happens
- Adept at learning new technologies and platforms
- Proven track record in completing projects on time and on budget
- Leadership experience in managing groups (this could be sports teams, extracurriculars or in a work setting) is a plus
- Must be able to work well under pressure managing multiple deadlines
- Passion for sport, empowerment of underrepresented groups is a plus
- Passion for the creative process, creative outputs, design and branding

Email: hello@butterstudio.co to apply. Please include your availability and hourly rate.