



JOB POSTING CREATIVE PROJECT MANAGER

February 26, 2024

About LetterShop

LetterShop is a woman-run creative agency based in New York. We craft 360-degree solutions that include strategy and planning, branding and design, marketing, content and social media. Our clients include a variety of businesses in the fintech and technology sphere as well as a select number of small businesses.

About the role

As a Creative Project Manager at LetterShop, you will create and build upon established processes, work with our staff and contractors, nurture client relationships, and keep our team on track and on time. Our project managers are the epicenters of our tight team; they are the people everyone goes to for answers. The salary is \$75-85,000, depending upon experience and skill set. On-site in our Dobbs Ferry office is preferred, but this could be a hybrid or fully remote position for the right candidate.

Core responsibilities:

- Client relationship management, ensuring client satisfaction and being responsible for client communications and management from project initiation through to completion and subsequent post-mortems
- Project and resource management, including big picture and day-to-day budget and resource allocation and planning, as well as schedule development and management
- New business development support, including the development of proposals, being involved in negotiations, and building long-term relationships with our existing clients as well as supporting new business development efforts
- Operational responsibilities, including supporting our studio's overall short- and long-term goals and strategies by helping ensure our day-to-day operations are running smoothly and efficiently
- Ensure that, operationally, we continue to grow and adapt to future studio and project needs

What we are seeking:

- 2-4 years of experience at a creative agency, design studio or comparable environment
- A person who is tech-savvy (and a quick learner) and is willing to learn and use any necessary technologies to support our team (e.g., Asana, Adobe Creative Suite, CRM)
- Strong written and verbal communication and interpersonal skills
- Experience and willingness to work in an "all-hands-on-deck" team and wear many hats
- Extraordinarily organized and detail-oriented (thrives on logistics)
- Strong multi-tasker, self-motivated, and an independent thinker
- Must have experience with and an interest in working with clients, people, budget, and schedule management
- Must understand and love working with creatives
- Graceful under pressure, yet comfortable with having tough conversations with clients and vendors
- People of color, trans/gender queer individuals, individuals with disabilities, and veterans are especially encouraged to apply

We have a beautiful office in Dobbs Ferry, NY. It is a quick walk from the train station. Dobbs Ferry is on the Hudson line, about 40 minutes from Grand Central. Our industrial space has high ceilings and a view of the Hudson River.

Please reach out to hello@lettershop-nyc.com with your cover letter and resumé.