



Web

# Project Manager

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Snapshot Interactive is looking for a Digital Project Manager to join our organization and make an immediate impact and help us ensure we meet our Core Purpose with every project – We live to OVER-DELIVER inspirational solutions. You may be the right person for us if you:

**Are upbeat** – Meaning that you come to Snapshot with a positive attitude and desire to improve 1% each week.

**Own your work** – From your first day, you are the type of individual that takes ownership of your projects, and goes above and beyond for all our clients.

**Enjoy a challenge** – Our deliverables and service standards are always changing and new projects kick off daily. You stay ahead of the curve and enjoy learning more about the industry to help educate our clients and stay “in the know.”

## **ABOUT US**

Snapshot Interactive is a full-service digital agency bridging the gap between high-quality video production, award-winning website design, and creative online marketing strategies. We help our clients, big and small, showcase their companies and products to the world in a fresh, engaging way.

We have a heavy, consistent project load and our Project Manager needs to be able to hit the ground running. If you're looking for a company that will stretch your creative abilities and teaches you the entrepreneurial spirit, you belong here. Our team is self-motivated, disciplined, and all can work effectively as part of a team.

## **COMPENSATION + BENEFITS**

- Salaried position with pay depending upon experience
- Health, dental and vision insurance
- Life insurance policy
- Short-term and long-term disability insurance
- Company retirement plan
- 10 days' vacation and 5 days personal paid time off in the first year
- 8 paid holidays...New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day

- And more...

## **DESCRIPTION + REQUIREMENTS**

With this being a critical role to the team, we need someone that enjoys digging in with a client's business to uncover challenges and opportunities. The goal of the Web Project Manager is to increase overall client satisfaction by acting as; an account executive facilitating communication between client and Snapshot creative team; traffic manager coordinating all client projects and prioritizing appropriately to ensure they meet our strict timelines, and follow-up with clients to determine if we Over-Deliver and created "Raving Fans" on all projects.

## **REQUIRED EXPERIENCE**

- Organize all incoming digital strategy projects – Lead projects in coordination with Digital Account Director to ensure Snapshot Over-Delivers unexpected experiences. Communicate with team using PM tool for each project, being in charge of deadlines and final deliverables.
- Tactically oversee campaigns and strategic execution– Lead internal teams to execute campaigns and projects within the digital strategy department.
- Set up and facilitate monthly meetings with all our retained clients and otherwise big clients
- Find out important information about all our clients (birthdays, anniversaries, project completion anniversaries, kids' names, etc.) and send them items appropriate to these events.
- Create all internal client proposals and follow-up on deliverables.
- Send all in-house clients a "Thank You" gift upon project completion.
- Schedule client 1, 3, 6, 9 month and annual touchpoints with all in-house clients.
- Works directly with Digital Accounts Director to organize and manage the seamless transition from production to postproduction
- Assigns projects to the digital team as directed by Digital Accounts Director Coordinates
- Organize and maintain a regular archiving workflow of footage & projects
- Creates and updates postproduction delivery schedule including tracking all delivery asset data
- Oversees the final deliverables before handoff to the Digital Accounts Director

## **Skills Desired**

- 3—5 years professional experience in project management
- Strong portfolio of work demonstrating creative, out of the box thinking
- Proficiency in WordPress
- Expert level CSS, JavaScript, Foundation (or Bootstrap), jQuery, PHP & MySQL
- Knowledge of responsive and mobile-first best practices
- Strong ability to debug cross-browser issues
- Detail-oriented with strong organizational skills
- Self-motivated, disciplined, and able to work effectively as part of a team
- Ability to maintain ownership of individual projects from start to finish while also working on collaborative projects
- Familiarity with Illustrator, Photoshop, and Sketch

- Must be able to handle several assignments and accounts simultaneously in a fast-paced and competitive environment
- Ability to work flexible hours including some evenings and weekends
- Some travel may be required.
- Serve as the first point of critique and feedback of work by assessing it against the original scope and most recent expectations provided by clients or stakeholders
- Communicate to leadership each morning during huddle if anything is off-target
- Organize and maintain a regular archiving workflow of footage & projects