

# PROJECT MANAGER

## WHO WE ARE:

Here's the thing you need to know about Brass Tacks—we're about experience. The best experience. Always. What does that mean? It means we deliver beautiful creative and phenomenal service to our clients and we train people through our nonprofit arm, BT Foundry, to be outstanding professionals as they begin their careers.

## THE BTC CREDO:

**Quality** - Our work, no matter who will see it in the end, has to be of the highest quality. Our clients deserve fantastic work for their businesses, but our team members deserve that work in their portfolios. There are no corners cut, no recycling, no easy ways out because it simply isn't worth the cost.

**Adaptability** - Because we know that technology, trends, and best practices are fickle beasts, we have to stay agile. As we learn and train our internal teams, our clients reap the benefits of having cutting-edge solutions. With our approach to research and strategy, we push forward with data and input behind us, thoughtful and creative solutions ahead.

**Equity** - As an agency, we acknowledge the severe lack of equity in marketing, advertising, and brand representation. It's not as simple as choosing diverse imagery or sprinkling in Ebonics here and there—it has to be part of the DNA of the business. From our hiring practices and space considerations to our work itself, we're looking to create equity in the way of ethnicity, gender, sexuality, religion, income, ability, and environment. It's a lot and may not be able to change the world, but we have to try.

**Prosperity** - If Brass Tacks is successful, it means our clients and Foundry graduates are successful. It means businesses grow, careers are put in motion, and more people are put on teams that reflect the general public. It means more work is in the market that no one has to apologize for. It means the perception of "green" talent is one of value and possibility, not of risk. Again, we're trying to change the world.

**Levity** - While there's plenty to take seriously, levity is so important. We're staunch believers in the power of jokes, sarcasm, and tactical obscenities. In our office, we play music. We dance. We sing. We find the humor in our mistakes so we can move forward. We help each other de-stress so no one burns out. We celebrate everything from birthdays to new puppies. Why can't you have a good time at work?

## **WHO WE'RE LOOKING FOR:**

As Project Manager, you're responsible for receiving and processing new project requests, setting up projects and appropriate teams in our project management system, managing workflows, monitoring progress, and working side-by-side with the Account Manager. The two of you together will set project scopes, milestones, reviews, and schedule meetings with the client.

Your day-to-day will consist of two main avenues: current/active project management and business development.

Managing our active projects will involve inclusion in or follow up with your Account Manager after regular client communications (phone, video conference, meeting, or emails) to stay current on their evolving needs. You'll then track appropriate notes, changes, and materials in our project management system (making any needed task assignments) before communicating out to the team via Slack.

As the team's advocate, it's your job to police allocation and maintain a balanced workload, ensure deadlines are made or adjusted as appropriate, and to vocalize conflicts that could threaten the success of the project. We hold brief status meetings each day to allow for agile project management as a majority of our projects are long-term. Short-term projects follow the waterfall style. We typically have the Foundry's support for our creative work and Collective Members (outside partners) support our other offerings. You will be interfacing with all and reporting back any necessary notes during our daily status.

You'll also want your Account Manager's help prioritizing client requests, using their knowledge of short and long-term goals, to help align your plans. We'll look to you to handle asset delivery (to and from the team), maintaining records in our project management system for accountability and version control. You will have Project Coordinators to support in these efforts, but as they are support, it's your job to manage them effectively.

We need your involvement in the business development process by weighing the project request with our and our partner's capacity, advocating for what will best serve the client and keep us from overload. You will reflect back to the Account Manager what the scope looks like in terms of team allocation, timelines, and associated risks. The Account Manager will take the full picture of information back to the lead (potentially the Account Director or CEO) for proposal inclusion. You'll be part of intro chats, proposal discoveries, and presentations. This helps for a seamless transition from the perspective phase into the working phase.

For you to be successful in this role, you have to be extremely organized, process-oriented, self-motivated, and skilled in communication. If you're also an excellent proof-reader, love spreadsheets, and think strategically to prioritize and get people moving, you'll flourish. You can't be afraid of executive leadership, internal or client-side. You can't be easily overwhelmed by multiple assignments and deadlines, or having to multi-task. You may have to have hard conversations around capacity or requests, but it's essential we don't over-commit or under-pay our team. Tact is key, but coddling is unnecessary.

#### WHAT YOU NEED:

- **Experience** - a degree or certification is great, but not necessary. It's more important to us that you have solid agency experience in the role of Project Manager with a minimum of 2 years.
- **Calm** - be methodical, be clear about what you need, be flexible when things change, be patient with people who are less familiar with the topic at hand.
- **Structure** - we have project management systems, but you may find you have a way to improve what we've got. The most important thing is that no deadline is missed because of us, so be part of crafting the solution.
- **Drive** - a project manager needs to keep the project moving, the team motivated, and the deliverable buttoned-up. You are the train conductor.
- **Logic** - from problem-solving to reading between the lines when feedback is vague, you'll employ a lot of logic to provide answers to your team. Emotional intelligence, critical thinking, adaptive planning, and attention to detail will be paramount.
- **Words** - communication is everything, written and verbal, and you'll be responsible for working people through things. Our ability to maintain a positive, low-stress culture requires your involvement. On the other hand, we'll also look to you to proof-read and cross check deliverables before the client sees them.

We use Macs (if you're on a PC, that's totally fine), the G-Suite, Dubsado, and Project Manager. During your contract period, you'll need to provide your own machine, but we'll provide the rest.

**THE BRASS TACKS :**

- **Compensation** - \$50,000-60,000
- **Benefits** - Health, vision, and dental
- **Time** - full-time, 90-day contract to hire
- **Location** - Dallas, in-office Monday-Thursday