

IMPRINT PROJECTS

Is looking for an Associate Project Manager

Full-time, New York

Our company develops innovative brand platforms for marketing and communications. We work as artists, designers and curators in partnership with nonprofits, businesses and communities.

We are seeking an Associate Project Manager with experience within a marketing and production context. We want you to love what you're doing, so a passion for technology, culture, art, cycling, skateboarding, or social activism is a must.

This role is highly collaborative and involves working closely with the internal team, clients, partners and vendors. Ideal candidate has 3+ experience in planning and executing a range of projects including: parties, exhibitions, artist collaborations, concerts, publications, photo shoots and video productions in a marketing context.

RESPONSIBILITIES

- ▶ Support Account Director, Project Managers and Producers in the planning and execution projects
- ▶ Manage design workflow and print production
- ▶ Assist in budget creation and management, and expense tracking
- ▶ Research and assist in creation of proposals and design documents
- ▶ Prepare production plans, call sheets, artist agreements and contracts
- ▶ Proof client-facing documents and contracts, gather statistics, press and prepare recap documents
- ▶ Source and manage vendors to obtain and negotiate quotes, oversee production and track deliveries
- ▶ Assist in management of freelance and intern staff
- ▶ Maintain project tracking documents
- ▶ Assist in general project management – schedule internal and client meetings and send recap notes, travel booking, file management, expense reporting, etc.

SKILLS & EXPERIENCE

- ▶ 3+ years experience with print, event or content production in a cultural or marketing context
- ▶ Confident, self-starter, assertive, organized, flexible and willing to learn
- ▶ Experience facilitating relationships with clients, vendors and artist collaborators
- ▶ Strong interpersonal, planning, organizational and analytical skills
- ▶ Excellent written, oral and presentation skills
- ▶ Experience working with freelancers and vendors
- ▶ Very comfortable with computers and new technology
- ▶ Proficient in all Google Apps, Microsoft Office, Basecamp, Slack, Smartsheet/Merlin, comfortable using Adobe InDesign

HOW TO APPLY

- ▶ CV, cover letter including compensation requirements and work samples should be submitted to work@imprintprojects.com
- ▶ Subject Line: Associate Project Manager - NY

Recent projects produced by this role:



LEVI'S COMMUTER WOMEN'S LAUNCH

Imprint Projects partnered with Levi's to launch their first Commuter Women's collection. Through a coordinated campaign of product gifting, digital storytelling, and live events, we activated the core women's cycling community and created a global network of brand ambassadors and shops.



LEVI'S MADE & CRAFTED WILDER QUARTERLY COLLABORATION

The third Levi's Made & Crafted lookbook was a collaboration engineered by Imprint Projects with Wilder Quarterly. Alongside the Fall/Winter 2014 product photography and brand story, we created rich editorial content, photo essays and engaging digital experiences elaborating on the seasonal design inspiration of the Pacific Northwest. A custom project site and digital integrations populated Levi's brand channels.



LEVI'S SKATEBOARDING

To launch the 2014 Fall Collection, Levi's Skateboarding brought together over one-hundred skaters, photographers, and filmmakers from around the world to build the world's highest skatepark in La Paz, Bolivia. Imprint Projects oversaw all campaign creative, including product photography, online and print advertising, the brand's web experience and a suite of documentary films chronicling the build.