

This is Artistry Labs:

Artistry Labs is a ministry-based consulting, design, technology, and marketing firm. We specialize in work for churches, ministries, and Christian organizations all over the world.

We are a diverse firm of movers and makers who care about their clients and each other. It's not just a workplace — it's a community with a culture of collaboration and innovation to inspire deeper engagement! We are data-inspired analysts, motivated strategists, engaged project managers and storytelling creatives working together to change the world.

Summary:

A highly skilled and experienced project manager with a proven track record in developing and implementing effective signage, wayfinding and environmental systems to support the customer journey.

Overview:

As an Environmental Support professional, you will take the lead in managing the development and implementation of high-quality, innovative signage and wayfinding systems for our clients. You will also be responsible for managing the project timeline, milestones and deliverables and ensuring they align with the company's overall goals and objectives. Excellent communication, negotiation, and leadership skills are essential for success in this role.

You will work closely with the Director of Environmental Services to understand the client's needs and goals, and develop and implement strategies to meet those needs and goals. You will also be responsible for assessing costs, competition, and supply and demand to identify pricing for projects, and estimating project volume and profit for current and new partnership opportunities. With your strong understanding of environmental strategies, methodologies, and best practices, you will work behind the scenes to support the development of environmental wayfinding strategies delivering high-quality solutions that exceed expectations.

Responsibilities:

- Support the Director in developing and implementing effective wayfinding and environmental strategies for clients
- Assist in designing and implementing strategic plans to reach targets
- Collaborate with clients to understand their needs and goals
- Assist in assessing project costs, competition, and demand to establish pricing.
- Facilitate program development with the Director



- Estimate project volume and profit for current and new partnership opportunities
- Prepare proposals, and presentations, assisting in client and owner presentations
- Coordinate contractors, consultants, and vendor assignments
- Confirm invoicing payables associated with projects
- Draft detailed and accurate reports on the progress of projects
- Work with accounting by managing and reporting project financials
- Meet with project management to coordinate resource allocation
- Maintain the integrity of our signage systems and documentation
- Manage the project timeline, milestones, and deliverables
- Ensure projects are completed on time, within budget, and to the satisfaction of the client

Results:

- Achieve project goals and showcase our unique approach to all opportunities
- Develop and maintain strong relationships with clients and stakeholders
- Set a high standard for the culture of how we treat each other and our clients

Requirements:

- Bachelor's degree or equivalent
- Proven experience in creating and implementing wayfinding and environmental strategies
- Experience working with contractors, urban planners, architects, designers
- Experience managing complex projects with tight time frames and budgets
- Excellent communication, presentation, and negotiation skills
- Comfortable with multi-tasking and adapting to change
- Able to interpret architectural plans and drawings
- Demonstrated ability to drive the project process from plan to close
- Demonstrated ability to articulate the distinct aspects of products and services
- Demonstrated experience in developing client-focused, differentiated, and achievable solutions
- Deep passion for our mission and a willingness to love people well
- Maturity and humility to lead with empathy and sensitivity

Positions Details:

- Based in Dallas, Texas, this is a full-time in-office role
- Hours of 8:30am-5:30pm, Monday-Friday
- Travel 3-6 times per month
- Salary based on experience

