

▼ Company Information:

- 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 provide a fun and fast-paced environment that offers work on a wide range of projects.

▼ Job Overview:

- Artistry Labs is looking for a gifted Project Manager who is process-oriented, thrives in a fast-paced environment, knows how to conduct capacity and demand planning, and strives to be a key member of an innovative team.

As a highly process-driven firm, we are looking for someone to champion our processes. The ideal candidate will work collaboratively within cross-functional teams, conceive client strategies, break engagements into tasks, and successfully execute creative and strategic projects on time and within budget. This role will provide reports on project progress to the Account Executive and reports to agency leadership on productivity and effectiveness. In this role, you see the big picture but are in charge of all the small details.

Lastly, we are looking for a candidate who will bring fresh energy and enthusiasm to our operational efforts, managing our various platforms and ensuring supply meets demand and teams have margin. This position is best suited for someone who is self-motivated, and resourceful to meet project milestones, internal team needs, and client expectations in a fast-paced, deadline-oriented environment.

▼ Job Function/Responsibilities:

- Oversee 7-12 projects at any given time from project inception through deployment and ensure stringent quality control processes are followed for all deliverables. Manage project budgets related to time and expense—guiding projects toward budgetary health. (approximately 20 hours/week).
- Maintain project timelines with complete accuracy. Produce and maintain project documentation, including meeting notes, status reports, and change management (approximately 10 hours/week).
- Work with client services to scope new projects and new business opportunities with appropriate budget and resourcing allocation (approximately 8 hours/week).
- Accurately forecast team workload and capacity on an ongoing basis overall business and staff planning (approximately 2 hours/week).

▼ Qualifications:

- 3+ years of project coordination or project management required.



- Bachelor's degree in business, marketing, advertising, or a similar area of study.
- Professional certification, such as PMP/PRINCE II, CPO/CSM or APM a plus.
- Excellent verbal and written communication skills.
- Able to quickly learn project details, find answers, provide solutions, prioritizing deliverables, and QA/QC project deliverables.
- Comfortable with multi-tasking and adapting to change.
- Strong attention to detail.
- Experience with project management methodology, tools, and techniques.
- Able to navigate working with virtual teams and clients across multiple time zones.
- Demonstrated organizational and project management skills

▼ **Positions Details:**

- Full-time hours of 8:30am-5:30pm Monday-Friday. Salary based on experience.

▼ **To Apply:**

- Learn about us at www.artistrylabs.com and apply online at www.artistrylabs.com/careers. Our mission should be something that you can embrace with passion.

