



Company: The Fenway Communications Group, Inc.

Position: Creative Services Project Manager

About Us: The Fenway Communications Group, Inc. is a leading provider of innovative communication solutions. We specialize in delivering high-quality creative services to a diverse range of clients, helping them to effectively convey their messages and achieve their business goals. Our team is passionate about creativity, collaboration, and client success.

Position Overview: The Creative Services Project Manager will play a pivotal role in the daily operations of our creative department. This position requires a dynamic individual with a keen eye for detail, exceptional organizational skills, and the ability to manage multiple projects simultaneously. The ideal candidate will have a strong background in creative services, excellent communication skills, and the ability to collaborate effectively with clients and internal teams to manage schedules and deadlines.

Key Responsibilities:

- **Department Management:**
 - Implement effective time management strategies to optimize team productivity and workflow.
 - Monitor project timelines and adjust resources as necessary to meet deadlines.
 - Conduct regular team meetings to discuss ongoing projects, resolve issues, and plan future activities.
- **Sales Participation:**
 - Collaborate with the sales team to discuss client needs, scope of work, and budget considerations.
 - Participate in client meetings to understand their objectives and provide expert advice on creative solutions.
 - Develop proposals and presentations that align with client requirements and showcase our creative capabilities.
 - Assist in negotiating contracts and statement of work, ensuring all agreements are met to the client's satisfaction.
- **Creative Input and Client Communication:**
 - Provide creative direction and input based on client communications and project briefs.
 - Work closely with clients to understand their vision and translate it into effective creative strategies.
 - Ensure all creative outputs are aligned with client expectations and brand guidelines.
 - Foster strong relationships with clients, acting as the primary point of contact for creative projects.

Qualifications:

- Bachelor's degree in marketing, Communications, Graphic Design, or a related field.
- Minimum of 5 years of experience in a creative services or project management role preferred.
- Proven ability to manage multiple projects and meet tight deadlines.
- Strong understanding of creative processes, including design, copywriting, and digital media.
- Excellent communication and interpersonal skills.



- Ability to provide constructive feedback and foster a positive team environment.
- Proficiency in project management software and tools.

Benefits:

- Competitive salary and performance-based bonuses. (Range \$65-75K Annual Salary)
- Comprehensive health, dental, and vision insurance, as well as 401K and match.
- Opportunities for professional development and career growth.
- Collaborative and inclusive work environment.