

MEDIA BRIDGE

CREATIVE PROJECT MANAGER

JOB DESCRIPTION

This is not your run-of-the-mill Project Management position. Nope. First off, you'll be part of the creative department. A key part. You'll have to be adaptable and flexible – knowing how to get different types of projects at different stages done well. That means they're on budget, on time and as good as can be. From kickoff to completion, you'll help drive projects and motivate people. And when called upon, you'll roll up your sleeves and put on your producer hat. You see, around here we do more because we expect more.

What You'll Do

- Raise the creative bar every day, every project.
- Be the day-to-day communication point person internally, with clients and with external partners.
- Partner with the creative team so they have the information, assets and focus to do their best work.
- Develop and manage timelines (kickoffs, creative briefings, reviews, presentations, production, etc.) to keep people and projects on track.
- Help create estimates and SOW's, then manage against them so projects stay profitable.
- Work with Project Managers in each department to ensure communication among teams is crystal clear.
- Work with accounting to manage project finances, budgets and profitability.
- Be the last set of eyes on work to make sure it's to spec, proofread and that all changes have been made correctly.
- Act as producer for video and audio projects when timing and budget need you.
- Develop and maintain vendor relationships.

What You'll Bring

- You're a good person, with a strong will and the desire to grow.
- Enough real-world project management experience to show you know how to drive amazing work.
- You work fast, focused and sweat every detail. You anticipate every twist and turn with the flexibility to make the most of the ones you don't.
- Excellent communication and collaboration skills. You genuinely want to connect with and help others do their best.
- You understand your job, but want to do more. You're a creative problem-solver, relationship-builder, status quo-questioner.
- You embrace the power of process, but know when to pivot and try something different.

Benefits include not only health insurance and a matching 401(k), but also quarterly profit-sharing and a travel program that lets YOU select your business destination. You can also take advantage of the "MB Perks" program offering an annual \$500 donation to your charity of choice and \$500 productivity perk (home office needs, technology, or a fun gadget). Plus, instead of sitting in a Dilbertian cubicle, you get to work in our cool North Loop office in Minneapolis and enjoy all the free espresso and LaCroix you want—or grab a workout in our in-house gym.

"Culture Fit" We're Looking for at Media Bridge

We have a fun and vibrant culture that allows you to be you. We believe in equality, diversity and generally being good people who "do the right thing." We're a no-excuses, results-driven group that also likes to have fun. In this professional-yet-relaxed environment, we want employees who enjoy what they do and where they work, and who constantly strive to help us grow by helping our clients grow.

About Us

Media Bridge is a multi-year winner of the Inc. 5000 list of fastest-growing privately held companies in America and we credit our success to our philosophy of Media the Way It Should Be™. This means we are a team that is growing and winning personally and professionally. We are living our best lives while continuously improving team health scores and the satisfaction of our clients and partners. The entire company embraces the mindset that *the best marketing strategy is: to care.*

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Founded in 2010, Minneapolis-based Media Bridge Advertising has a diverse client roster that includes Inspire Medical Systems Inc., It's Just Lunch, Minnesota Twins, Renters Warehouse, Allina, SPIRE Credit Union, Louisiana-Pacific Corporation, Gutter Helmet, Morries Automotive, Secondhand Hounds and numerous others. We're a tight team of smart, competitive, hard-working, fun, and entrepreneurial marketing pros who live and breathe our core values: Lead with Heart, Do The Right Thing, No Excuses-Just Results and Raise The Bar.

Join us today. Apply at jobs@mediabridgeadvertising.com