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# Example of Creative Project Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of creative project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for creative project manager

* Serve as the primary point of contact for new projects that involve coordination among various teams
* Prioritize and plan timelines for each project and communicate with team members who are responsible for contributing to each project
* Set and lead meetings with stakeholders and contributors to ensure understanding of project goals and timelines
* Oversee delivery of Brand Creative projects, including linear promos, Brand Marketing cross-channel promotions, multiplatform content and sales/internal presentation reels
* Work with the creative team to develop the most appropriate and effective materials to meet brand objectives
* Develop and manage rollout schedules from creative inception to final delivery
* Oversee and facilitate all production-related communication between on-air creative and production executives, producers, clients and other Comedy Central departmental management teams
* Schedule project kick off meetings, weekly project meetings and post-project de-briefing meetings
* Create project estimates and update budget sheets weekly
* Source new vendors when needed and maintain relationships with current vendors

## Qualifications for creative project manager

* Bachelor's degree or higher from an accredited 4 year college/university
* Experience in dealing with luxury clients
* Experience managing and producing multi-platform campaigns
* B-to-B/B-to-C experience across a range of digital channels, including web site build's, tablet/ mobile, social media platforms, interactive media, photo shoots and video production
* Familiarity with creative, multimedia and web development processes and file formats
* A good degree from a leading university in a creative discipline