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# Example of Creative Project Manager Job Description

Our growing company is searching for experienced candidates for the position of creative project manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for creative project manager

* Liaise with various departments across the organization such as sales and marketing, programming and PR to ensure a cohesive campaign is created
* Creative coordination of audio visual deliverables including direction & asset management and photo shoots
* Manage project execution (Communicate with internal and external clients on the status of the project on a weekly basis, including analytics)Manage project budget (prepare Statement of Work, ensure that project stays within or below budget
* Managing the relationship with designated creative agencies – set expectations for work, confirm budgets, timings and the invoicing process
* Managing the approval of all creative at script/storyboard, first edit and final edits with the respective channel/platform heads
* Managing the campaign review process - creating wrap-up videos for each campaign, capturing creative in-situ, valuing the delivered media and reporting back the analysis alongside the respective Creative Solutions Manager
* Managing the monitoring, logging and reporting of Product Placement partnerships with internal and external stakeholders
* Performing project completion using internal or external customer perspective, typically from initiation through delivery
* Coordinating cross-functional teams through meetings and progress measurement activity, which bring distinct, specific projects to completion both on time and within budget
* Maintain effective communications and relationships between internal customers and project team members by providing continuous updates on project statuses

## Qualifications for creative project manager

* Manage workflow processes and priorities for the team
* Manage processes working with external vendors
* Help manage timelines, expectations and internal creative reviews for the team
* Build great relationships with the community, PR & social, direct marketing, brand, business marketing, and product teams
* Work closely with the writers and designers on the team and allocate projects accordingly
* Determine long term processes and systems to scale