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# Example of Creative Project Manager Job Description

Our growing company is looking to fill the role of creative project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for creative project manager

* Provide feedback to management regarding conflicts, changes, slippage, over/under assignments
* Responsible for job intake, document edits and ensuring quality, timeliness and overall client satisfaction
* Assign projects to creative teams based on workload, provide status of projects to team managers
* Schedule and track multiple projects simultaneously, close projects when they are completed
* Plan, analyze, and create visual solutions to marketing and communication challenges, finding the most effective way to get messages across in printed materials
* Establish and maintain productive relationships with Show Production Units, Production Management, Talent Department, Legal, Standards all team members and outside vendors
* Collaborate with client team members to acquire all project information required to perform work
* Participate in client strategy, planning and concept meetings as required
* Facilitate creative and marketing communications solutions and ensure they consistently achieve established client goals and expectations
* Create schedules in collaboration with the creative and traffic teams and drive projects to achieve scheduled due dates

## Qualifications for creative project manager

* Ability to understand interdepartmental structure and dynamics
* Project Management experience for at least 3-5 years
* Familiarity with apple FCP, motion, DVD studio pro and general digital video production work-flows preferred
* Desire to work professionally in production in a PR environment
* 5-7 years of creative project management at an agency or similar environment
* Demonstrated communications and problem solving skills including ability to negotiate without compromising ideas or quality with creative, account service and vendors