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# Example of Design Manager / Project Manager Job Description

Our innovative and growing company is looking for a design manager / project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for design manager / project manager

* Direct development of an action plan, and estimate requirements for resources, including management, labor, materials, and time required to complete instructional design projects
* Write and develop instructional objectives, lessons, assessments, and other course materials in collaboration and consultation with faculty and team members
* Collaborate and communicate with faculty and AD IDs on selection of appropriate instructional technologies, delivery strategies, and pedagogy
* Review content for compliance with Stanford policies, obtain appropriate licenses, disclaimers, and permissions when needed), and facilitate communication between project team members to ensure efficient allocation of resources
* Daily communication with the creative agency’s, photographers, buyers, and product development to ensure the project hits key deliverable dates
* Coordinate large meetings, gather props for photo shots and schedule photo shots
* Collect production ready samples from buyers/ product development team to pack and ship to photo shots
* Required to attend photo shots, print color accurate proofs, and work with our stylist/photographers/retouchers to ensure final image best represents the product
* Responsible to maintaining project flow chart with key dates to the packaging process – you will be creating timelines and budget for each project then reviewing this with the packaging manager
* Gather key information from buyers, product development team and vendors and then submit this information to creative agency so they may create layouts

## Qualifications for design manager / project manager

* BA in architecture of construction management (or equivalent relevant experience)
* Minimum of an associate’s degree preferred or equivalent combination of electrical estimating experience (3-6 years) and education
* Must possess a valid Oregon driver’s license with no restrictions of use
* Working knowledge of PGE’s electrical system preferred
* Working ability to effectively plan, organizes, design, coordinate and manage multiple projects with changing timelines at different stages of the connection process
* Demonstrated ability to use or learn to use PGE’s computer design tools, including Pole Foreman, WMS, PLS-CAD and Sag10 (preferred) or related industry tools will be considered