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# Example of Freelance Project Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of freelance 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 freelance project manager

* Attend and participate in internal status (led by Account) and internal review meetings with in-house and vendor teams
* Upon creative approval or another mutually agreed point in time, the producer assumes responsibility for project management tasks, deliverables, schedules and coordination
* Organize agency team members and external partners, to facilitate and achieve effective workflow and delivery
* Prepare comprehensive project scopes (deliverables, schedules, budgets)
* Develop critical issues documents
* Executional ownership for mid-sized branded content programs ($200k and below level), including but not limited to sponsored content, custom content, video, events and social
* Ability to manage and provide executional ownership for a volume of mid-scale programs at once (10-15) while simultaneously supporting PMs and Senior PMs on large-scale programming
* Effectively plan for and manage workflow and resources for both immediate and long term projects
* Define project scope and generate time of staff estimates across multiple disciplines
* Request costs from Finance for LOE estimates

## Qualifications for freelance project manager

* At least 5 years working experience in the area of quality management and safety
* Excellent understanding or internal and/or external auditing
* Management experience and customer focussed
* Minimum of 1 year of digital advertising production experience (banner/display, rich-media, and online video advertising)
* Minimum of 1 year working at either a creative or media agency
* Must have Social Media experience