



Example of Design Manager / Project Manager Job Description

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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

- 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