



position description

project manager

SUMMARY OF POSITION

The project manager is responsible for completing assigned administrative support & working with the dphilms staff to ensure on-time project delivery and client satisfaction.

FLSA CLASSIFICATION & POSITION TYPE

Non-Exempt | Part-time | Hourly |
Scheduled work time: TBD (based on the new hires availability) Approx. 30+ hours

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Producer

SPECIFIC DUTIES AND RESPONSIBILITIES

Client Services

- A. Provide administrative support that relates to managing project fulfillment:
 - Managing multiple projects to see them through completion.
 - Contacting clients to assist with specific project needs.
 - Updating an existing database of current clients, including the staff calendar and service history.
 - Schedule, coordinate, and organizing filming needs with Clients including: prop search, craft services, talent and voice over search/hire, music selection, and asset review.
 - Assist dphilms team with creative content development for various client projects including creative concepting, script writing, and client interaction.
 - Accurately convey creative objectives and project direction to the Client and the Creative crew members
 - Creating and/or updating project documents.
 - Greeting walk-in customers and answering phones.
 - Filing.
 - Assist with client presentations and/or proposals.
 - Shipping and receiving.

- B. Assist the Executive Producer in marketing dphilms and its services, i.e. website content, social media and branding initiatives.

Performs other duties and responsibilities as assigned and maybe changed at anytime without notice.

STANDARDS OF PERFORMANCE

The standards required for successful performance of this job are:

- A. Self-Starter
- B. Excellent time management and organizational skills.
- C. Strong oral, written and communication skills.
- D. Interpersonal relationships, which encourage openness, candor and trust, both internally and outside the organization.
- E. Initiative and creative thinking in decision-making, problem resolution situations and the performance of job duties.
- F. Accurate and timely completion of assigned duties with frequent interruptions and time pressures.
- G. Successful performance of assigned duties within a team environment.
- H. Maintenance of organization and client information in a confident manner.

MENTAL AND PHYSICAL REQUIREMENTS

The minimum mental and physical requirements for successful performance are:

- A. Ability to maintain a high level of visual attention and mental concentration for significant periods of time.
- B. Ability to solve complex problems and deal with a variety of variables quickly in situations where some standardization exists.
- C. Ability to build strong relationships and work well with others.
- D. Ability to handle multiple priorities simultaneously.
- E. Ability to manipulate necessary office equipment and computer software.
- F. Ability to communicate with clients, co-workers and management staff in a proactive manner, ensuring outstanding working relationships.

EDUCATION, TRAINING AND EXPERIENCE

- A. Two or more years of experience in project management or video/digital imaging/photography.
- B. Four-year degree, preferably in business, marketing, videography design or comparable work experience.

EQUIPMENT AND TOOLS

- A. General office equipment.
 - B. Intermediate to advanced computer and software use, including word-processing, spreadsheets, database management, Internet, and e-mail.
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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the noise level in the work environment is usually quiet to moderate but can be loud when filming in studio.

SIGNATURE

I, the undersigned employee, acknowledge receiving and having the opportunity to review the above Job Description. I agree that in the event I no longer meet the qualifications and requirements, or become unable to fulfill the responsibilities, I will immediately notify my supervisor.

Employee Signature

Supervisor Signature

Date

Date