



JOB DESCRIPTION

PROJECT MANAGER

THE AGENCY

The Mixx is a NYC-based award-winning creative, marketing and branding agency that brings together actionable strategy and hard-hitting creative to recognize and solve the problems of today's brands. For twenty-five years our work has made sure companies reach and exceed their goals, engage their audiences, and keep their brand firmly on the map. Clients include market leaders in luxury automotive, consumer packaged goods, and professional services, entertainment, destination and tourism, alcohol and pharma.

The Mixx is not a polite agency, we are a brave agency! We're bold and we ask the tough questions. We are the small agency that gets the big jobs—and gets the big jobs done. We're not afraid to shock and awe when it serves our client's purpose. We take our clients where they must go if they want their brand to succeed. Our DNA is founded on diversity of thought and team, on our commitment to providing actionable strategy, on the senior-level attention every client receives and on our client-friendly approach around process and products.

We are proud to be a certified LGBT- and woman-owned organization. Diversity is a key tenet of our agency's brand. The Mixx is a founding member of Titanium Worldwide, a certified-diverse collective of marketing, media and communications agencies. In standing for true diversity and inclusion we make a point to bring the mission of culture and DEI to our clients. We strongly encourage women, people of color, gender nonconforming individuals, veterans and people with disabilities to apply.

JOB SUMMARY

As Project Manager, you play a critical role in ensuring agency, account and project ops run like a well-oiled Navy SEAL team. You proactively work alongside the Studio, Account, Strategy and Creative teams to ensure deliverables fall within the applicable scope, budget and timeline. You coordinate and monitor the flow of all aspects of a project from initiation to completion, including wrap up, case studies and award submission. In this role, you are responsible for maintaining the budget and timeline while monitoring tasks, schedules, labor hours, vendors, outside expenses, and preparing technical summary reports for the Management team. You utilize hindsight and project data to make future projects more productive and cost-efficient.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Building strong and productive relationships with Studio Coordination, Account, Strategy and Creative teams; Supporting Account to build solid client relationships ensuring satisfaction
- Developing comprehensive project plans with milestones to be shared with the client, team and vendors; Ensuring milestones and deadlines are met
- Setting and meeting budgetary objectives; Adjusting project constraints from financial analysis
- Ensuring processes and protocols are followed with sign offs on budgets, contracts, SOWs, POs, creative briefs, change orders and notes; Working to protect agency revenue and margin
- Hosting project kick-off meetings to set clear expectations of roles and responsibilities
- Communicating project information with transparency and consistency; Ensuring clarity, completeness, and understanding by the entire team; Drafting actionable meeting notes
- Clarifying requirements for each project deliverable, inc. client, media and production specs
- Forecasting, mitigating, and solving project risks and issues; Providing work arounds
- Liaising with vendors, including identifying, negotiating, setting up and managing outside production resources (e.g., printers, videographers, photographers, proofreaders, etc.)
- Tracking project performance and the successful completion of short- and long-term goals
- Feeding back on processes and assisting in identifying internal strategies to constantly improve efficiencies and effectiveness
- *Note:* We truly value work/life balance, and believe the best work comes from energized and refreshed minds. Yet occasional afterhours and weekend work may be required from time-to-time when client deadlines dictate.

SKILLS & QUALIFICATIONS

- You have 3+ years' experience in project management; PMP Certification a plus!
- You can relay goals, project status and specs to both technical and non-technical stakeholders
- You have demonstrated experience working in both Agile and waterfall methodologies
- You possess sound time management, as well as analytical and problem-solving skills
- You can prioritize and multi-task to manage projects to successful completion
- You are comfortable and clear in your written and verbal communications
- You are proficient in MS Office/ G Suite programs (Word, Excel, Outlook and PowerPoint); Experience with Keynote and InDesign a plus
- You are familiar with collaboration (e.g., Slack, Google Docs) and agency management software
- You thrive in a fast paced, entrepreneurial spirited environment

WHAT'S IN IT FOR YOU

- Competitive salary, health benefits and other perks.
- Meaningful, mission-driven work. We are committed to challenging the status quo and creating marketing that is positive, inclusive and innovative. Our work makes a tangible difference, whether it's making a blue-chip brand more diverse or elevating marginalized voices in spaces they haven't historically been heard in.
- Be a part of a passionate, open-minded, empathetic team that does more than work together. Interested in hiking or pursuing fitness goals? We have groups set up for those activities and are always looking for more ways to meaningfully connect outside of the office.
- Be heard and help grow and shape our company. We are a small, flexible and collaborative team that values all voices in the room (or Zoom). Everyone has a say at The Mixx, regardless of their role or seniority.
- Be on the forefront of something new and innovative. We are a part of a collective of agencies that is redefining how our industry can function.

The Mixx is an Equal Opportunity Employer and does not discriminate on the basis of an individual's sex, age, race, color, creed, national origin, alienage, religion, marital status, pregnancy, sexual orientation or affectional preference, gender identity and expression, disability, genetic trait or predisposition, carrier status, citizenship, veteran or military status and other personal characteristics protected by law. All applications will receive consideration for employment without regard to legally protected characteristics. The Mixx will consider qualified applicants in a manner consistent with the requirements of applicable laws.