

Here.

PROJECT MANAGER ROLE

About Here

We pride ourselves on creating work that is always both beautiful and useful. We're deliberately non-specialist, working on a diverse range of projects across a wide range of disciplines. The right candidate will be able to respond equally well to any number of client challenges and be passionate about creating inspired solutions.

Our studio is a busy and dynamic place where creative solutions and strategic thinking underpins everything we do. We're a community of thinkers, writers, designers and makers who pride ourselves in immersing in all types of culture.

We think it's important we experience and celebrate the things we work on and encourage the whole studio to expand our knowledge and references through active debates, cooking and eating together and stepping out of the studio to research and immerse ourselves in the wider visual world.

What does it mean to be a Project Manager at Here?

To have organisational efficiency and be financially astute. To have Creative awareness. To be nurturing, supportive and proactive. To have empathy, insight and full engagement. To have strategic facilitation. To be an integrated and valued part of the Here team. To be informed and in control of every aspect of the client relationship. To have a deep understanding of the project and its implications to both the studio and the client.

Defining the role: Project Manager

We see our project managers as diplomats.

They have outstanding organisational and communication skills, empathy and understanding and a valued voice.

They have a deep perspective of the challenge at hand. They are emotionally intelligent and manage different opinions with a clear agenda.

Our Structure

Project Director

Senior Project Manager

Project Manager

See pg. 2 for core skills & experience.

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Core Skills

- Client management; attending client meetings, creating proposals, presentations, agendas, client development plans
- Collaborative approach to management of projects alongside Design Associate and Partners
- Regular project budget reconciliations and forecasts
- Administration; including time-sheets, purchase orders, invoicing
- Management of project teams on a day to day basis
- Management of project schedules and studio resource allocation
- Briefing and negotiating with third parties such as photographers, printers, illustrators
- Reporting to the Partners on all client-based activity
- Ownership of the project proposals
- Championing the studio brief; creating brief with design and strategy team, agree deliverables upfront, represent the client in reviews
- Collaborative management of projects alongside Design Associate and Partners
- Actively encouraging project evaluations after the project closes
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Excellent Excel skills and ability to use project management/ finance packages (we use Paprika)
- A can-do approach

Experience

- Experience of managing predominantly small to mid-projects/client liaison
- Project and account management skills
- Basic working knowledge of InDesign (preferable)
- 2+ years' experience