

## **Senior Project Manager (Digital and Brand Campaigns)**

Art & Science | Toronto, ON (Remote/Hybrid)

Art & Science (<https://artscience.ca>) is a full-service marketing agency with pillars in strategy, digital marketing, brand & communication and experiential marketing campaigns. With a ten-year, award-winning history working with some of the biggest brands in Canada, we continue to experience growth and success. Art & Science prides themselves on being smart, strategic thinkers that blend creativity with technology to produce incredible results for our clients. Our mission is to ‘Design the Future of Brands and in the last two years alone we’ve grown significantly both in terms of new business wins and our team size. Our (currently under-utilized) office is located in Toronto, Ontario in the heart of the creative district. **We are looking for a Senior Project Manager (Digital and Brand Campaigns) to join our dynamic agency to act as an organized leader for our projects, ensure a smooth workflow between stakeholders and nurture lasting relationships with our clients.**

### **INCLUSIVITY AND ACCESSIBILITY**

Art & Science is an inclusive, diverse and accessible work environment. We strongly encourage applications from women, racialized people, Indigenous peoples, people from gender-diverse and sexually-diverse communities, people with disabilities (visible or non-visible), people of different religious backgrounds, people with family caregiving responsibilities and/or people with intersectional identities.

### **What You Will Do:**

- **Oversee and manage integrated projects;** once a client has been onboarded, you will lead the project from its inception through its execution and ultimate completion. Following your initial conversation with a client where you establish the scope on branding campaign discovery and performance marketing projects, you will create and follow a project charter in which you will identify key dependencies and potential risks associated. You will use this to form the project plan and determine the optimal delivery approach according to the strengths of your chosen team members. To ensure deliverables are being met, you will be entrusted to know your projects inside out by keeping an eye on the capacities of each team member and make sure they have the necessary resources to meet their outcomes. In addition, you have a solid understanding of how to optimally split up the budget and send off invoices based on phases and sprints when allocating the project finances and resources.
- **Champion day-to-day project management;** To keep up the steady progress on a project, a main priority for you will be to monitor the capacities and daily tasks of each team member through frequent touch bases so that they understand the impact of their work and are able to meet project milestones. In this capacity, you will facilitate their success by anticipating challenges and removing barriers as needed as well as will lead weekly scrum meetings where you will provide updates on the team’s goals and priorities. You will take the specific and tactical information your junior project managers provide to you in combination with your awareness of

other moving parts in order to cohesively communicate the overall project health to clients during review meetings. Additionally, you will support the overarching schedule for multiple projects and be responsible for working alongside all stakeholders to deliver the best outcomes.

- **Build and uphold strong client relationships;** Since you will be a constant to our clients throughout their engagement, you will ideally establish a level of comfort with them in the event that more flexibility needs to be applied. You will do this by providing them reassurance that a project is progressing as planned according to the established roadmap and proactively ensuring the client is up to date if readjustments need to be made or if a major change occurs. It is therefore critical for you to understand the perspectives of account management in order to think strategically in navigating these conversations. Because you will have quickly and effectively established meaningful trust with a client, they have confidence in your reliability during an engagement and are willing to contact our agency for future projects.

#### **About you:**

- **You're an established project manager;** at this point in your career, you've likely worked for a number of organizations where you've successfully managed the project life cycles in a range of streams and timelines such as digital and campaign work, and you can probably put together a charter in your sleep. You're enthusiastic about helping your colleagues understand the tactical aspects of an engagement, the roadmaps and their individual impact.
- **You're determined but flexible;** you're an ambitious individual who likes to get the job done the right way. You care about processes but are flexible enough to alter them according to stakeholder needs and are resilient, coming back stronger if an initial project doesn't go as planned. As a highly collaborative person, you have no problem reaching out to others for help which is why you take pride in getting to know all your stakeholders and expanding your network in the organization.
- **You're a powerful storyteller;** you have a solid aptitude in coherently turning complex matters into concise, digestible information for clients and stakeholders and impressing everyone in the process with your ideas and solutions. Your impeccable interpersonal skills allow you to easily hold a difficult discussion because it doesn't come across as a confrontation but a conversation. You're able to steward the client relationship through empathy in understanding their challenges but also able to sway them in the right direction.
- **You're an optimist under the cloak of realism;** When it comes to getting the impossible done, you're strategic in communicating delivery. You're an expert in articulating how a project will be delivered, identifying where the gaps lie and what controls are needed to close them. You're confident in your authority over a project lifecycle and can empathize with a client but still keep them reassured that you're achieving business goals.

#### **Why work with us**

Being a part of Art & Science allows you to help shape the future of an agency that is just coming into its own. We work in an agency fueled by intelligent, lively individuals in a culture of support and collaboration. Our agency is growing exponentially and we're looking for confident professionals to support that growth. As the Senior Project Manager, you'll have the opportunity to affect an enormous

amount of change and be significantly responsible for new and lasting relationships with our clients. You will have the opportunity to autonomously manage exciting projects, work alongside our President and executives and act as the glue between a number of our incredible project managers which will allow you to see the success of your impact come to fruition. If you love being part of the successful life cycle of the project management experience, leading a team to victory and flourish in dynamic, creative environments, we're just an application away.

In addition to your salary of \$85,000 - 95,000 CAD , your compensation package includes a comprehensive health benefits plan, 3 weeks vacation, flexible schedule, education benefits and other paid time off throughout the year. This position is remote or hybrid and if you're in the Toronto area, we'd love to see you in the office from time to time!

### **How to apply**

Interested candidates are asked to fill out the job application form for the Senior Project Manager role in our [job portal](#).

### **Accommodation**

We are a respectful workplace committed to building a skilled and diverse workforce. We are an equal opportunity employer and believe in fostering an inclusive work environment where all individuals have an opportunity to succeed. We welcome and encourage applications from everyone. Requests for accommodation can be made at any stage of the recruitment process.

We look forward to hearing from you!