

FACTORY

WE MAKE VALUE

Creative Project Manager

Factory LLC is seeking a detail-oriented, highly engaged, Creative Project Manager to be part of our In-House Creative team. The Project Manager will take an active role in the day-to-day management of the creative team's output, while managing the process, communication, and timelines with our brand partners. This role will shepherd creative projects from end-to-end, beginning from kickoff through to asset completion.

Who You Are:

We are seeking a candidate who can work effectively and independently in a fast-paced, rapidly evolving startup environment. The right candidate is hardworking, organized, proactive, curious, and a solutions-first go-getter. You have the ability to adapt to the varying needs of the brands, to understand the needs associated with a project, create, and manage timelines, and quickly and accurately assess and adjust team member priorities. You have strong communication skills – both written and verbal – and are able to set and manage deliverable expectations. You have a positive, high energy, and professional approach to partnering with multiple team members and stakeholders.

Who We Are:

Founded in 2018, Factory is a team of experienced operators with investable capital who acquire meaningful equity stakes in high potential food and beverage companies and partner with them to rapidly build value. Factory team members have expertise in sales, marketing, product development, food science, manufacturing, logistics, supply chain, package engineering, graphic design, food safety, consumer insights, digital and social media, and finance. Factory is based in a one-of-a-kind 40,000 sq. ft. innovation and scale-up facility in Bethlehem PA, where we provide partner companies with support and resources so invested capital can be used for growth, not SG&A.

What You Will Do:

- Contribute and collaborate with Head of Marketing and internal creative team leads to develop and establish creative processes that maximize quality of work, workflow, and efficiency.
- Manage all project timelines, project milestones, and deliverable dates in Monday.com for creative project requests for the internal creative team.
- Establish creative schedules and manage project kick offs, internal creative reviews, and handoffs between internal creative team members, brand team members, and external partners (as needed).
- Ensure all creative brief requirements are met, creative feedback is consolidated, reviewed, and met.

**Please note this job description is not designed to contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.*

**All candidates must be eligible to work for any U.S. Employer.*

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- Lead creative/brand team weekly project review meetings, establishing agenda, defining outputs, and communicating next steps, consolidating creative/copy direction and edits discussed in meeting.
- Assess, manage, update, and communicate priorities for creative team members based on needs of the brand teams.
- Support scoping and executing larger scale production projects and outputs.
- Utilize established tools for managing workflow, timetables, and budgets.

Qualifications:

- Bachelor's degree with 3+ years professional experience or equivalent work experience
- Minimum of 2 years of agency/brand/creative services project management experience.
- Direct CPG experience preferred.
- Strong understanding of project management software Monday.com preferred.
- Understanding and working knowledge of end-to-end creative development processes across various digital / retail channels and asset types.
- Solid understanding of graphic design process for printed materials (Packaging, POS, Merchandise etc.) as well as photo and video workflows.
- Strong organizational skills required to coordinate, prioritize, and manage multiple projects with multiple key stake holders at once while adhering to timelines and budgets.
- Appreciates the art of dotting the I's and crossing the T's with a strong attention to detail.
- A natural networker, easygoing with great communication skills to establish and maintain effective working relationships internally and externally.
- An entrepreneurial spirit, a strong work ethic that thrives in a fast-paced environment and a bold approach to problem solving.
- Tech savvy, Proficient in Office Suite; Basic knowledge in Adobe Photoshop a plus

Benefits

- Medical, dental, and vision
- 401K (Traditional and Roth) plus company match
- Short- and long-term disability
- Life insurance
- Generous PTO

Location: Factory LLC., 315 Columbia St, Bethlehem, PA 18015

Reporting To: Head of Marketing

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