

OPEN POSITION

Project Manager

Location: Covington, KY
Type: Full-time
Contact: info@bldgrefuge.com

About BLDG:

We are a creative refuge that fosters the inspirational, the visionary and the uncommon. Where copious creatives challenge the norm, stand on the ceiling, change what's possible. Transformation is inevitable, ordinary is unacceptable. Let's create.

Job Description:

A project manager at BLDG will have the opportunity to manage a variety of projects spanning self-initiated art events to full branding initiatives. This position will ensure organization and efficiency across BLDG's workflow.

Responsibilities:

- Create project timelines for both internal and external projects.
- Identify and manage specific milestones and deadlines.
- Manage the BLDG branding process across multiple projects simultaneously.
- Perform quality control against design briefs.
- Design team traffic management.
- Schedule internal and client meetings.
- Builds relationships with existing clients.
- Organize BLDG events

Our Desired Candidate:

- Has 1-3 years experience in project management.
- Is able to handle a variety of projects simultaneously.
- Works well in a highly creative environment.
- Can anticipate needs from an internal and client perspective.
- Adds creative and strategic insights to projects.

Submit Resumé To:
info@bldgrefuge.com

