



Project Management Lead

Primary Responsibilities

This full-time salaried position will work collaboratively with the Herdmark Media team to execute a wide variety of creative projects, mainly consisting of high-value video production. The Project Management Lead reports to Herdmark's Chief Executive Officer.

Core Responsibilities

The Project Management Lead is fully responsible for the following core capacities of Herdmark Media, Inc.

- Client relationships and customer satisfaction
- Upholding client's brand standards and key messages
- Project organization, efficiency, timeliness and profitability

Duties of this position include:

- Managing client relationships serving as the client's personal advocate at Herdmark Media, Inc. to lead project organization and communication
 - Working collaboratively with clients, team members, and the Creative Lead to establish a creative vision for the project.
 - Leading project organization and communication.
 - Working with clients to approve schedules, scripts, interview questions, shot lists, storyboards, and visual concepts.
 - Finding and coordinating talent and locations for video shoots
- Management of the entire Herdmark Media production schedule for all employees and contractors for all project-related tasks
 - Ensuring smooth transition of projects from sales to production
 - Setting and managing project schedules and ensuring all work is completed for on time delivery
 - Ensure accurate tracking of time investments for self and team members working on your client projects
 - Managing project budgets and ensuring all projects are completed within budget.
 - Working collaboratively with all team members to ensure maximum project organization, communication and efficiency using Asana, Everhour and Google Drive
 - Development and oversight of company systems and processes for project management utilizing Asana, Google Drive and other software as warranted
- Managing project efficiency and profitability
 - Ensure accurate tracking of time investments for self and team members working on your client projects
 - Ensure accurate billing and tracking for all contract based project collaborators

Additional duties include:

- Development of company training systems
- Development of new employee on-boarding systems/processes
- Attending video shoots, as needed, to serve as Producer and/or Assistant Director
- Contribute to Field Notes (blog) of the Herdmark Media, Inc. website.
- Other duties as assigned

Required Skillset

- Agricultural background or experience
- Responsibility
- Empathy
- Initiative
- Profound attention to detail
- Highly organized
- Exceptional listening and communication skills
- Communicating with extreme honesty and clarity to direct reports and management
- Proficiency in working with others to give creative direction that will result in impressive deliverables
- Comfort and proficiency working independently and as part of a team on location and in an office environment
- Ability to work through difficult situations with a calm and caring demeanor
- Strong desire for personal improvement and growth
- Experience with Adobe Premiere Pro and other Creative Cloud apps
- Must be capable of lifting 50 lbs., carrying heavy objects over long distances and sometimes rugged terrain. Must be capable of sustaining the required workload over long hours under the physical and mental duress of a video shoot day.

Compensation & Benefits

Compensation: \$TBD based on experience

Benefits: Monthly bonus of \$382 for own medical, dental, and vision plan will be included in monthly paycheck.

Professional development: up to \$500 to use each year toward classes, online training, event registration, or other as agreed upon.

Resources: Workspace and office supplies will be provided in the Herdmark office. Herdmark will also supply computer and all necessary software.

Vacation/Sick Time/Maternity Leave/Compensatory Time: Unlimited. Employees are required to take at least 10 days vacation time per year.

Holidays: Paid holidays include New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. Additionally, Herdmark will be closed and, with the exception of impending/missed deadlines, no work will be required between Christmas and New Year's.

Travel: Travel will be required to attend video shoots as needed, throughout the United States and often overnight. All travel expenses will be paid by Herdmark Media, Inc. Anticipated travel approx. 20%. Comp time will be made available when travel is extensive.

Location

Work will be executed at the Herdmark Media office in Wooster, Ohio, in the field on-location, and, at times, at a home office. Evening and weekend availability is required.

Evaluation

The Project Management Lead's success will be evaluated by their willingness to contribute to the collaborative creative process, honesty, efficiency, timeliness, quality of end product delivered to clients and their ability to ensure client satisfaction in tandem with project efficiency, timeliness and profitability.

The Project Management Lead is required to be available to attend video shoots and manage client relationships as needed. This means some evening and weekend time will be required in the Herdmark Office as well as evening and weekend availability by phone to answer questions as they arise.

The Project Management Lead may encounter very long days, especially on shoots and near hard project deadlines. Herdmark's vacation policy allows employees to utilize compensatory time at their own discretion, however they must remain solely responsible and accountable for their own

time contributions. The Project Manager must meet the required minimum billable hours threshold and is expected to execute tasks by the assigned deadlines without fail.

Probation Period

All salaried employment at Herdmark Media begins with a 90-day probationary period to begin at the contract date below. 30, 60 and 90 day evaluations will be provided to the new employee as part of the on-boarding process.

Threshold

1600 billable hours on client projects per year