

Video Project Manager

Full-Time Temp – Perm position available in NYC

About the company: This New York City-based company works with commercial, education, entertainment, government, and corporate sectors to make the 21st century media (and social) landscape equally available to all people. Our mission is to support the empowerment of individuals with disabilities and cognitive differences from childhood through maturity.

About the position: The Video Project Manager serves as the connection between the client and the team to deliver projects to successful completion in alignment with strategic and operational parameters, through planning, coordinating with freelancers, and managing enterprise resources to achieve desired project outcomes. Works with directors and others to develop and execute project work plans as well as provide guidance to staff.

Work Environment: Hybrid - 80% remote 20% in NYC office.

Compensation/Benefits: This position will begin as a full-time freelance position which is scheduled to become full-time employment after successful completion of 90 days. Employee benefits will be available at that time. Compensation is commensurate with experience.

Responsibilities include:

- Serves as point of contact for internal and external entities on all matters pertaining to the project.
- Understands the project's scope and creates documents for project requirements.
- Provides daily action list following morning meetings.
- Maintains the quality of all project document/data to assure the integrity of a project.
- Works with the project coordinator to report analyzed data and communicate results.
- Professionally represents the company to clients.
- Identifies problem(s) or potential problem(s), offering best possible solutions.
- Facilitates regular meetings, follows up on tasks/issues, and transfers important information to senior management.
- Tracks individual project time and materials; oversees budget and cost-efficiency strategies.
- Coordinates calendar invites and production meetings.
- Suggests additional tools and refining processes to help all projects run effectively.
- Works with project coordinator and resource managers (including technology, content, and accessibility) to implement resource strategies.
- Develops and implements sourcing schedule to ensure workforce coverage.
- Assists in recording achievements, cost-efficiency, and measures for success.
- Provides event management support as requested.

Required Skills/Abilities:

- 2-3 years of experience managing video production/video projects.

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent people management and leadership skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a fast-paced environment.
- Proficient with Microsoft Office Suite.

If you are qualified for this position and would like to learn more, please send your resume and cover letter to: info@aimresourcegroup.com