

**JOB TITLE: Creative Services Manager**

POST DATE: January 17, 2019

**SUMMARY:**

We're looking for an experienced, energetic, smart and organized Creative Service Manager. Tailfin is a multi-discipline brand shop with 20 years of experience, and as we continue to grow, we need to add to our ranks – specifically someone to help us serve as the connective glue between our Creative and Account Management teams. This Creative Services Manager will work directly with the Creative Director as a “right hand person” helping schedule, assign and coordinate creative workflow. They'll also work with Account team leaders to help estimate and plan projects. Basically, we need someone who is one part traffic manager, one part project manager and 100% excited to work in a fast-paced creative shop.

**ESSENTIAL JOB FUNCTIONS / REQUIREMENTS:**

- Project management and/or traffic experience, preferably with a creative services agency managing multiple clients
- Organization and coordination – ability to juggle multiple projects and resources with great attention to detail.
- Management agility to be able to field changes as they come and direct teams to ensure speed of delivery and uninterrupted work flow.
- Strong project management skills including the building of detailed project plans with multiple milestones
- A feel for deadline management – knowing how to hit the gas and pump the brakes as needed to keep teams on track
- An ability to help define and scope projects appropriately, helping translate client and account team direction as budgeted project plans
- Strong communication and motivational skills – ability to bridge personality gaps and help resolve issues as they arise
- Cool head under pressure
- Passion for working in an industry driven by ideas and brand storytelling

**JOB SPECS:**

- Minimum 4-5 years of experience in project management or traffic management for advertising, integrated marketing communications, or digital marketing agency. Agency-side experience a significant plus, but not 100% mandatory.
- Other skills and experience that are also definite pluses:
  - Process development or enhancement
  - High-level practical understanding of creative tools and platforms, as well as typical creative development processes

**ATTITUDE, SKILLS & INTANGIBLES DESIRED:**

Outward confidence and connective personality. Ability to creatively problem solve with focused, actionable results. Not afraid to ask questions; curious with a passion for learning. Mental and conversational dexterity. Attention to detail – we sweat the small stuff when it comes to client projects and accuracy. Ability to work collaboratively a must. Above all, a team-first attitude – possibly the most important trait in people who fit within our agency.

**COMPENSATION:**

Competitive salary

Full health insurance, dental, vision and supplemental available

401K with match and quick vesting

Generous PTO policy and numerous company holidays

**Inquire:**

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