



## JOB DESCRIPTION

### PROJECT LEAD (6 month fixed term contract)

There are exciting times ahead at Taxi Studio. With a suite of diverse, brilliant briefs coming at us from all corners of the planet, we're looking for a Project Manager superstar with at least 5 years Project Management experience as an established Senior Project Manager (or equivalent), for a 6-month fixed term contract to come along on the journey.

The overall purpose of the Project Lead is to work closely with our Client team to deliver professional, flawless Project Management across a range of assigned projects to ensure that Taxi deliver high levels of service and creativity to our clients with efficiency and profitability at the heart of all you do.

You are accountable for:

1. **Project delivery** – You will drive projects forward through in-depth knowledge of our capabilities and resources. Briefing creative teams on projects and tracking development of creative against these briefs, ensuring that the integrity of design and creative strategy is upheld throughout with a sharp focus on scope, budget and timelines.
2. **Project administration** – Maintaining all internal paperwork (writing project briefs, project plans, schedules, contact reports, meeting notes, finance trackers, NDA's, contracts and vendor agreements, project status sheets, quotation specs, project invoices). Obtaining and logging PO's to ensure that the forecast, pipeline and invoicing are updated daily to reflect all changes as and when they happen.
3. **Project profitability** – You will ensure that all of your assigned projects are run with profitability in mind, planning and tracking projects to maximise project profitability using our financial management systems and highlighting any budget challenges to the Client Lead.
4. **Project resourcing** – Liaising and troubleshooting with the Project Leads to manage Timeplanner and ensure sufficient and appropriate resource is allocated for your projects to meet client deadlines and medium-term plans are in place to forecast resource requirements.
5. **Effective communication** – You will display first class communication skills, collaborating closely with the Client Leads to ensure that client requests are clearly conveyed to the Creative and Strategy leads to ensure that our clients' expectations are consistently exceeded, upholding our exceptional creative standards.

You will be:

1. **The embodiment of Taxi's values** - fairness, fearlessness & real relationships
2. **A skilled and trusted collaborator** - supportive & nice (!)
3. **Calm** & level headed under pressure
4. **Organised** - able to effectively prioritise/ juggle tasks
5. **Patient**

You will report directly to the Operations Director who will regularly mentor and coach you to improve the quality of your output and thinking.

Could that be you? Well, we're a diverse bunch and that means we're always looking for people to enrich our studio with fresh points of view. So it doesn't really matter if you're a quiet crafter, an off-the-wall thinker or both of the above – as long as you're vibrant, ambitious and eager to collaborate then we want to hear from you.

### **ALLOW US TO INTRODUCE OURSELVES...**

At Taxi Studio, producing work that sets the bar ridiculously high is our creative priority. Be that for breakout brands or global giants, every single one of our superstars has a decisive role to play.

People come to us with awesome creative instincts and an enthusiasm to embrace what we're all about. They leave with a bunch of brilliant experiences; confident in the knowledge they've grown ten feet taller and been part of a pretty special culture.

So what's our vibe?

It's the sh\*ts and giggles. The home from home. Knowing you've 'got this', but everyone still has your back. Feeling overwhelmingly valued by your team... and all of this is underwritten by 3 core values:

1. Real Relationships – with our people and our clients. We are down to earth and say it as we see it – we value long-term relationships and behave accordingly.
2. Fearlessness – we like to push the boundaries and develop big ideas that transcend specific mediums, blowing our clients' socks off in the process.
3. Fairness – we treat others as we wish to be treated ourselves.

That means that when you work at Taxi Studio you won't just get a competitive remunerative and benefits package – you'll also get to work with people who are as nice and talented as you are.

### **HOW WE SAY THANKS**

It's the people that make the studio, so we make sure we reward ours generously. That means when you work with us, you can expect:

- 6-month fixed term contract
- A competitive salary
- Flexible working options
- 23 days holiday, plus bank holidays, your birthday off, and a Christmas shut down period