

**POSITION DESCRIPTION*****Production & Marketing Project Manager*****NIA TERO**

Nia Tero is a young foundation established in 2017 with the mission to secure Indigenous guardianship of vital ecosystems. We believe that if place-anchored people are thriving, the places that are key for all humanity will thrive as well. For this reason, we seek to work with Indigenous peoples and local communities that share a collective territory. Specifically, we seek partners with a vision for the future that maintains living connections to place and culture and sustains inter-generational anchoring in remarkable ecosystems. We aim to partner with them in the long term to support their work towards accomplishing their vision. Nia Tero is in a start-up phase seeking candidates who thrive in a dynamic environment and are flexible as the organization grows and scales.

**SUMMARY**

Nia Tero is seeking a Production & Marketing Project Manager to cross-functionally support Nia Tero's creative productions and marketing campaigns. Reporting to the Managing Director, Storytelling and working in close coordination with the Associate Director, Marketing, this role will provide overall project management and support the implementation of the Marketing and Storytelling team strategies and initiatives. Additionally, in coordination with the Operations Project Manager, this position is responsible for tracking contracts, facilitating co-production agreements with legal and Storytelling teams, compiling and confirming invoices, managing project intake forms/details, and problem-solving.

The position will have administrative, contractual, and film production logistics responsibilities and will play an integral role in ensuring that communication happens efficiently and effectively across the Storytelling and Marketing teams. This new role, as part of our startup organization, presents a significant opportunity to form and shape new systems across the department.

**KEY RESPONSIBILITIES****Project Management**

- Full-cycle project management including co-developing work plans, project timelines, monitoring project budgets, project status, and progress using various project management tools to support multiple projects at one time while ensuring projects are adequately scoped, deadlines are met, and work-plan milestones and deliverables are accomplished
- Facilitate timely communication on a wide variety of Storytelling and Marketing projects across the organization
- Collaborate with the Storytelling team, Marketing team, and the Operations Project Manager to develop processes and maintain common project management templates and systems

- Assess the need for potential Storytelling and Marketing contract agreements and ensure alignment between Operations, Storytelling, and Program Teams and facilitate the development of term of reference (TOR) for all agreements. Liaise with the Operations Project Manager to ensure contractual procedures are in place
- Continually monitor multiple active contracts against contract specifications and communicate any discrepancies or issues to contract leads
- Train new team members on creative project process, standard operating procedures, project management tools, and other departmental software systems

#### Marketing Initiatives Management

- Manage projects/programs/campaign calendars through the entire lifecycle: planning, creative, production, delivery, and wrap
- Lead creative asset tracking, the review process, and final product delivery coordination so that all jobs are run efficiently and delivered in a timely manner
- Collaborate with Social Team to track and manage social campaign deliverables, deadlines, and launches, distribution of digital media kits, and other cross-team needs
- Manage marketing and social media content production schedules, deliverables, and workflows with agency partners, internal designers, and marketing/social/digital leads, ensuring campaigns stay on track and aligned
- Work with Marketing and Social Team to ensure requests for promotional pick-up materials during production shoots are tracked and captured on set/during audio recordings
- Work closely with external agencies to ensure assets are delivered as outlined in contractual scope of work. Organize actionable feedback to agencies
- Provide assets to other internal teams to repurpose in support of their priorities

#### Film Production & Storytelling Support

- Serve as point person for the production project calendar across all creative projects
- Track and monitor all production timelines. Manage productions through the entire life cycle: planning, creative, production, delivery, wrap, distribution, and asset storage
- Lead all media productions asset tracking, review processes, and final delivery
- Track and monitor all necessary legal releases and licensing for productions. Communicate any potential issues in obtaining release(s) to Operations Project Manager and Production Lead
- Manage version control and language control for production documents
- In partnership with Operations Project Manager, coordinate production communication with Nia Tero producers and outside partners to ensure that productions and events are compliant from an insurance and legal perspective
- Manage travel logistics for in house project-specific productions
- Partner with IT and the Lead Producer to procure and distribute equipment as needed
- Manage media equipment, assets, and storage and send updated asset list with Operations quarterly

## Admin & Asset Management

- Facilitate meetings as requested and needed with internal staff and external collaborators
- Participate on calls, take and synthesize notes, and track action items, and follow-ups
- Plan and manage key events, meetings, convenings, and presentations which may include developing agendas, managing participant communication, handling logistics, creating run of shows, and preparing and disseminating materials
- Manage the Storytelling Team file storage and data management systems, optimizing and creating improved processes for utilizing Sharepoint, Microsoft Teams, and media asset tracking and other platforms as required

## PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES

This position may manage outside contractors/vendors for specific projects. In addition, this position will work in close collaboration with the Operations Project Manager and the Associate Director, Strategic Planning to coordinate cross-organizational projects.

## QUALIFICATIONS

Required:

### Education and experience

- Bachelor's Degree preferred
- 5+ years of relevant professional experience working with a global organization
- 5+ years of experience working with media or film productions
- 3-5 years of demonstrated work experience in creative project or program management
- 3+ years' experience reviewing and drafting the legal terms of a broad range of contracts
- Knowledge of nonprofit rules and regulations
- Prior experience in a startup environment

\*A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.

### Skills and abilities (including languages and software)

- Demonstrated skill managing multiple and varied tasks in a fast-paced, high-volume regulated environment, highly proficient organizational skills, and keen attention to detail
- Strong analytical skills, with an ability to troubleshoot, problem-solve, and effectively and efficiently make decisions
- Able to work effectively and communicate clearly within a global, culturally diverse organization
- Strong communication skills with external and internal personnel, including active listening; articulating clearly and confidently, facilitating positive, timely, and appropriate communication amongst team members

- Nimble and flexible
- Demonstrated ability to manage multiple creative projects simultaneously, including prioritization, planning, task delegation, and coordination with global teams
- Ability to facilitate and convene dispersed teams together across multiple time zones and geography in a global environment
- Comfort working with project management software and tools, such as Asana, Microsoft Teams, Sharepoint, Excel, and other data asset management systems, as well as working with various asset and file types within these systems

Ideally, the candidate would also possess:

- Strong learning acumen and motivation to stay informed of industry trends and new skills
- Working knowledge of Salesforce or other CRM software
- Holds a project management certificate
- Fluency in Spanish, Portuguese, and/or French
- Experience with start-up workplace culture

#### **WORKING CONDITIONS**

This position is based in Seattle, WA. Due to COVID-19 restrictions, this position will work remotely while the office is closed.

#### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around their assigned workspace
- Available for occasional day and night travel (up to 10%) when COVID travel restrictions are lifted

#### **HOW TO APPLY:**

If interested in this role, please email cover letter and resume to [jobs@niatero.org](mailto:jobs@niatero.org). Nia Tero is an Equal Opportunity Employer. Individuals from all cultures and communities are encouraged to apply.