



## **PROJECT MANAGER: Sydney**

Technology is literally changing the world around us and yes, some people tend to focus on why that change is bad – it makes us uncomfortable, it breaks our status quo, it feeds our uncertainty – but at Orchard we choose to see it differently. Technology can make lives better. It can make businesses better, brands better and experiences better. It can be the change we want to see in the world.

Which is why we, at Orchard, rally around a single purpose: to *invent better outcomes* through creativity and technology. Those better outcomes can only exist in the context of people irrespective of if we label them users, customers, patients, clients or even staff.

- Join a dynamic and growing creative technology agency
- Based in Pymont, Sydney and New York
- Working with blue chip and automotive brands

### **The Opportunity**

We're currently on the lookout for a talented Project Manager with awesome digital experience to work in our Consumer Project Management team. Fit the bill?

Orchard offers a great working environment, all the frills and perks you'd expect from an agency and the necessary support & structured training you need to become a rock star digital guru.

### **Key Function**

The Project Manager works with the Project Management and Account Direction teams to deliver digital projects to our consumer clients.

### **Specific Duties**

Here's the list to tick off against:

- Manage multiple digital projects (including websites, iPad and iPhone projects, emails, banners).
- Manage complex technical development projects (including systems, databases, product information management, integrations, etc)
- Meeting with or discussing requests with clients and scoping these requests, via workshops or requirement gathering sessions
- Develop site maps and wireframes, quotes and print solutions, working closely with the UX and creative team as needed
- Work collaboratively with internal teams to ensure the best solution is offered.
- Document the project scope in a detailed project definition
- Cost projects and manage the ongoing project budget and resources using Pegasus
- Develop and maintain overall project schedules using Microsoft Project



- Develop and maintain ongoing project documentation to ensure successful delivery i.e. risk log, change log, WIP documentation etc.
- Book resources and ensure that tasks are scheduled and completed according to schedule
- Document copy, creative, HTML, technical and finished art briefs and brief in to internal staff and freelancers
- Manage communication with clients, including initial scoping meetings, client WIP meetings and progress updates
- Update the Orchard team on progress, provide insights and feedback based on lessons learned
- Effectively manage your time to ensure that concurrent projects are managed within project timelines and budgets
- Conduct testing and proofing, working independently or with the QA team.

### **Essential skills and Experience**

- 2 plus years Digital Project Management experience within an agency or similar
- Excellent resource management and project team management skills
- Excellent organisation and time management skills
- Excellent communication and negotiation skills with the ability to lead
- Has a can-do attitude and passion for progressing their career in a supportive environment
- Show a strong commitment to the Company's core values (Integrity, Collaboration and Curiosity)
- Embrace and respect the Company's community and environmental responsibilities.
- Applicants **MUST** have the right to work within Australia.

### **A little about Orchard**

We are a full service digital creative agency who fuse art and technology to invent better outcomes for business and brands. We work with a number of leading client brands such as Electrolux, Asaleo, BT, Hyundai, Zoetis and Bayer to name a few.

Invent Better are two little words that define our big approach. It's a belief that creative technology solutions are the key to winning in today's digital age, and it's a formula that challenges us to engage with our clients in a way that encourages us all to push that little bit further every time.

It's this passion and approach that has made us one of Australia's largest digital marketing agencies.

### **Sydney | New York**

Invent Better – make a difference