

## Resource Manager

The goal of this position is to manage the resourcing of workflow and output across the agency, effectively freeing up department leaders like the Creative Director, Managing Directors and Partners from their coordination and operations roles so they can focus on driving the agency's creative and strategic output and activities. This person should be the owner of the master resourcing sheet. New business projects, new requests and scope changes come in frequently and this person needs to be able to think on their feet and operationally to fill gaps, reallocate scope, etc. This will be the sole Resourcing Manager at the company and it is an expansion of the team based on the growth of the agency.

### What You'll Do

- Reporting to the department leaders and operating as an integral part of the internal workflow process liaising between program management, strategy and creative department.
- Lead resourcing across the agency across new business efforts, internal marketing initiatives, strategy projects, creative, activation, implementation and web.
- Assigning teams to projects and ensuring all projects (internal and client engagements) are staffed efficiently, to maintain an efficient and engaging work environment for staff personnel.
- Maintain freelancers as needed, identify resource gaps and provide solutions for coverage.
- Manage and maintain recruiting efforts across all departments.
- Hold regular status meetings to track progress and analyze projects throughout the development process.
- After projects are completed, analyze success and develop procedural and product changes as necessary.
- Other tasks may apply.

## What we're looking for

- 4-7 years of experience in a creative services role in an agency environment (e.g. Creative Coordinator, Project Manager, Studio Manager, etc.)
- Experience with resourcing for creative. Bonus if you've handled resourcing across integrated agency departments.
- Strong communication, project management and problem-solving skills.
- Must have a thorough understanding of integrated campaigns and creative across branding, traditional and digital.
- Must be detail-oriented and have strong interpersonal skills.
- Must be a team player and work well in a detail oriented environment.
- Bonus if you have experience in a branding agency.