P U N C T U R E

June 15, 2021

Audiences don't want to be audiences anymore. The drive to create and contribute is transforming shared experience. The best brands become cultural movements.

Puncture is a culture-creating design studio.

Overview

As a Project Coordinator, your role is focused on supporting the planning and scheduling of projects, tracking daily progress, ensuring all notes and revisions are recorded and distributed, as well as interacting with and managing clients. You will occasionally communicate with clients ensuring their goals are being met and are happy with Puncture's services.

Type of projects include branding and design (print and digital), video editing and production, and motion graphic design. You are self-motivated, show initiative and exude calm in stressful situations.

Reporting to the Project Director, you will ensure projects are delivered on time at the highest quality. You will raise timing and creative concerns to the Project Director and Creative Director.

Responsibilities

- Administratively support Project Director, Creative Director and Project Manager
- Support Project Manager on various tasks including, project timelines, calendaring, time tracking, and asset production (securing estimates, ordering samples, and vendor sourcing and follow-up)
- Project manage select projects with the support of the project management team
- Support general office upkeep, file organization, and asset licensing
- Coordinate and schedule both internal and client-facing meetings
- Assist design team in project research, proofreading, sourcing, and ad-hoc project needs as requested
- Review and check (QA) all designed materials for specs, spelling, details, etc.
- Distribution of information internally for new projects as they come into the studio
- Ensure all tracking systems are kept updated daily with notes and critical information
- Communicate information quickly and succinctly to project leads

- Take detailed, comprehensive notes and maintain an accurate summary of client status
- Help solve problems

Experience and Skills

- At least 2 years of administrative, project management, or agency experience, preferably in a creative field
- Detail oriented and fast learner
- Excellent organizational skills and ability to follow processes
- Enjoys being challenged with a solid ability to deliver to expectations
- Ability to multitask and work in a deadline-driven environment
- Strong interpersonal and communication skills
- Basic understanding of common print & digital file formats and resolutions
- Knowledge of Adobe CC
- Proficiency in Google business apps (Calendar, Docs, Drive etc), as well as Word, Excel, and Keynote
- Excellent time management skills
- Good listener
- Natural & effective collaborator

Three Guiding Principles of the Role

- Be the most organized and prepared – never get caught flat footed
- Anticipate what is coming and act proactively – both internally and externally
- Make less work – take pressure off both the client and design team in whatever way you can

Interested candidates can apply at contact@puncture.co their resume and cover letter. Please use the subject line "Application for Project Coordinator".