

June 2026

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 Senior Project Manager 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. 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

- Understanding the scope of projects and how to phase deliverables accordingly
- Anticipating and responding to client needs and acting as the daily point of contact for the client
- Review team deliverables to ensure they meet project briefs and client needs
- Manage day-to-day progress of projects including risk assessment, check-ins, and problem resolution
- Strategic prioritization (and re-prioritization) of tasks, including adjusting project plans based on changing business and client needs, reallocating resources, and communicating changes to team and client
- Communicate regularly with clear actions and updates both internally and externally
- Management of junior level staff
- Anticipating and responding to client needs and acting as the daily point of contact for the client
- Prepare and manage project budget and timelines
- Prepare project briefs for designers
- Take detailed, comprehensive notes and maintain an accurate summary of client status

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- Proactively look for process improvements and solutions to help get projects completed in a timely manner

Experience and Skills

- 4 to 6 years experience
- Detail oriented and fast learner
- Ability to think problems through and develop solutions
- Basic understanding of common file formats and resolutions
- Excellent organizational skills and ability to follow processes
- Displays the highest levels of integrity and commitment
- 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
- Knowledge of Adobe CC is an asset
- Excellent communication and presentation skills
- Excellent time management

Three Guiding Principles of the Role

- Be the most organized and prepared
- Anticipate what is coming and act proactively
- Make less work – take pressure off both the client and design team in whatever way you can

Interested candidates can apply at jobs@puncture.co their resume, cover letter, and a PDF or link to their portfolio. Please use the subject line "Application for Senior Project Manager".

Puncture is strongly committed to equity and inclusion and encourages applications from all candidates including Persons with Disabilities, Black, Indigenous, Persons of Colour, and 2SLGBTQIAP community members.