# MARKETING PROJECT MANAGER Purpose of the role:

As our Marketing Project Manager, you will be the glue orchestrating and realizing the company’s marketing strategy into a reality. You will be responsible for planning, managing, and executing projects across all marketing funnel (offline and online) from ideation through to completion, collaborating with other teams and external stakeholders, being accountable for ensuring that the projects are delivered on time and within budget. You will play a critical part in helping us realize our mission to be the go-to platform for digital art, empowering artists across the globe and inspiring people everywhere.

#### Our ideal candidate:

We’re looking for a rockstar Marketing Project Manager, with prior and proven experience in realizing marketing activities on time and on budget (including events, managing content calendars, production management). He or she will be an integral part of the company’s marketing team.

The chosen candidate will be passionate about getting stuff done. He or she will be a creative thinker who is data driven and is excited about working in an emerging field that is soon to become a major consumer brand.

#### Job Responsibilities:

* Manage and orchestrate the activation of our different marketing projects (such as events, competitions, webinars, newsletters etc) – being accountable for ensuring that the project stays on task, on time, and within budget being the liaison between the different stakeholders
* Track milestones and progress, provide updates to management and relevant stakeholders.
* Coordinate design and content production and own the operational processes (deliverables tracking, timeline etc).
* Execute marketing implementation (content upload, meeting summaries, events coordination, webinar scheduling and more).
* Maintain internal sales and marketing knowledge-share assets (such as playbook, cheatsheet).
* Conduct marketing research on different topics.
* Act as marketing team’s HubSpot admin: Create and maintain weekly metrics reports on marketing activities, effectiveness, and business impact.
* Establish strong relationships across teams – marketing, product, sales and more – to constantly improve processes and communications when executing cross-organizational projects.

#### Requirements:

* At Least 2 years experience with project management theory and best practices – **Must**.
* Excellent organizational, prioritization, and decision-making skills.
* Excellent communication and interpersonal skills.
* Strong analytical skills, experience with reporting and data analysis.
* Experience with IT tools: HubSpot knowledge and hands-on experience – **Must**, Monday.com – Advantage.
* Fluent English speaker and writer – **Must**.
* B.A. in a relevant field (economics, business management, marketing or communications)