



**Job Title:** Associate Producer / Project Manager

**Work Schedule:** We cannot guarantee a specific number of work hours per week; however, current estimates call for 10-30 hours a week. Your work schedule can be flexible, as long as you meet all job responsibilities and attend regular virtual meetings as needed during normal business hours.

**Job Classification:** Non-Exempt

**Primary Location:** Remote Position

**About Tangible:**

We are a Customer Experience (CX) research, strategy and design firm. We help Fortune 500 and emerging brands design, build, sell and support products and services that people want to use.

**Associate Producer / Project Manager Responsibilities:**

Tangible's Associate Producers manage projects and client relationships, working with stakeholders to shepherd the creation and development of successful experiences that are informed by a combination of user and business requirements.

Responsibilities include:

- Assisting Producers and Senior Producers with the management of various creative projects
- Maintaining an end-to-end project plan, typically developed by Producers / Senior Producers, including scheduling and resourcing; ensuring compliance with deadlines and budgeting
  - Monitoring progress on projects and regularly communicating progress to all members of the project team
  - Updating project timelines / budget tracking documents
  - Scheduling meetings with clients and/or internal teams; ensuring that each meeting has proper call-in information, agenda, etc
  - Taking notes in meetings and capturing action items; setting up action items as tasks in project management software
- Developing contract instruments (SOW / PO requests); setting up new projects in Tangible's accounting and project management tools (Harvest, Zoho, Teamwork, Google Workspace); ensuring all team members have all appropriate administrative tools necessary to work on projects; setting up billing schedules and ensuring Tangible's accounting team has accurate information
- Assisting in the management of Tangible contractors, including the setup of contractor SOWs and invoice management
- OPTIONAL: Assisting in the management of Tangible's Value-Centered Innovation program courses; may include posting practicum/courses for clients to complete,



tracking client progression through the practicum, and scheduling calls and follow-ups as needed

- Working with other Tangible Producers to continually review and improve project management processes; staying informed of industry best practices and tools

**Skills & Abilities:**

- Strategic thinker and problem solver
- Excellent project management skills; able to prioritize concurrent projects and efficiently manage time; able to work well under pressure and time constraints
- Strong collaboration skills – works effectively as part of a virtual team or in person
- Self-starter who can work independently without a lot of supervision
- Thorough and organized, with outstanding attention to detail
- Quick learner who can pivot and adapt as client needs change
- Willing to provide and receive constructive criticism and make changes based on feedback
- Ability to keep sensitive client and agency information confidential at all times

**Experience:** Must have at least 2-3 years' experience as a producer or project manager, preferably in a creative agency setting

**Education:** Bachelor's Degree or equivalent experience in the industry

**Essential Mental/Physical Functions:**

- Sit or stand for extended periods of time using a computer or phone
- Work alone or with others virtually or in an office environment
- Travel may be requested or required based on client needs

**Required Equipment/Software:**

- Tangible provides licenses for the following, as needed:
  - Google Workspace (email, Files, Docs, Sheets, Slides)
  - Harvest software for resource management and time-tracking
  - Slack, Teamwork, or other team collaboration / project management software
  - Microsoft Office (Word, Excel, and PowerPoint)
  - Apple Keynote



- Personal equipment (computer, phone, other; e.g., tablet) is provided by each employee. Tangible provides a small monthly stipend to support personal devices and internet costs. Some client engagements will require the installation of key VPN and/or other software.

**We believe in equity in the workplace.**

Tangible is committed to telling diverse stories, reflecting our diverse audiences, and drawing from diverse experiences and perspectives. Tangible is an equal opportunity employer and values equity and inclusion.

If this sounds like you and you are interested, we'd love to hear from you! Please send [jobs@tangible-ux.com](mailto:jobs@tangible-ux.com) the following:

- A resume and cover letter
- 3 references (we will not contact them unless you've given us permission to do so)