



# Creative Project Manager

**COMPANY LOCATION:** Minneapolis, MN

**EMPLOYMENT TYPE:** Full-Time

**WORK LOCATION + HOURS:** Open Book's hybrid work model prioritizes staff working in our Minneapolis office at least 3 days/week. Occasional travel may be required (approximately 1-2 trips annually for client meetings or team offsites).

## ABOUT OPEN BOOK:

Open Book Communications is a Minneapolis-based team of doers, thinkers, and makers serving clients globally with communications and creative leadership. We exist to see people uniquely and serve them generously by cracking the code of how to show and tell an organization's core story and invite people into it. We partner with leaders driven by strong convictions and a vision for positive change who are wrestling with how to get their organizations to the next level. Our team culture is grounded by five core values: 1) drive toward remarkable outcomes, 2) big heart, no ego, 3) invite the challenge, 4) say it, do it, learn from it, 5) help others succeed.

## THE ENGINE BEHIND REMARKABLE CREATIVE WORK:

Remarkable outcomes don't happen by accident. Behind every brand system that clicks, every campaign story that takes hold, and every client who feels genuinely cared for—there's someone making sure the right people have the right information at the right moment. That's what this role is about.

At Open Book, our creative team is doing some of the most meaningful work of their careers—partnering with mission-driven clients to tell stories that change lives and organizations. But as we've grown, so has the complexity of keeping it all moving. Our Project Leads excel at client relationships and creative direction. What they need is a partner to own the operational rhythm—systems, timelines, follow-through—so they can stay in their creative zone.

This role is for someone who gets energy from creating order out of complexity—and leading with a heart for service. You'll be the air traffic controller for our project ecosystem—the person who sees across every active engagement, anticipates what's coming, and keeps the team moving with clarity. You won't just manage tasks; you'll build and maintain the systems that make remarkable work possible. You'll work alongside our Project Leads and creative team as a key partner in how work gets done. If you're someone who finds deep satisfaction in making other people more effective—who can hold the big picture and small details at the same time—this might be exactly the right fit.

## WHAT YOU'LL ACHIEVE:

- Free up Open Book's creative team to focus on strategic storytelling and creative direction by owning the operational infrastructure that keeps projects running smoothly
- Build and refine the project management systems—from Monday.com workflows to capacity planning dashboards—that are powering our growing business
- Become the operational hub that clients and teammates go to for clarity and follow-through
- Help shape how Open Book scales by adding to the processes, tools, and rhythms that define next chapter
- Grow as a project leader within a team that values high-touch client service, learning, and meaningful work

## WHAT IT'S LIKE TO BE IN THIS ROLE:

- You'll support active projects at various stages, from scoping through delivery. Your job is to see across all of them and keep everything moving.
- Your days will blend systems management and people coordination—updating Monday.com boards in the morning, translating a client meeting into action items by noon, and flagging a capacity issue before it becomes a problem by end of day.
- You'll work closely with Project Leads and the Senior Creative Director, serving as the operational connective tissue that keeps creative work on track and on budget.
- You'll partner with mission-driven organizations—schools, nonprofits, and purpose-led companies—and you'll see firsthand how organized, thoughtful project management makes remarkable outcomes possible.



### **WHAT WE'RE LOOKING FOR:**

- 3 years of project management experience, ideally in a creative marketing, or communications environment
- Demonstrated experience managing workflows using tools like Monday.com, Asana, or similar project management platforms—not just using them, but optimizing them
- Strong organizational skills with the ability to manage multiple projects without losing detail or momentum
- Excellent communication skills—you can translate a messy meeting into clear action items, ownership, and timelines, and you proactively keep people informed
- Comfort with budget tracking, capacity planning, and the operational side of creative project delivery
- A growth and solution mindset, embracing continual improvement and a “how might we?” posture
- Experience working in or alongside nonprofits, schools, or mission-driven organizations is a plus
- A true service mindset; the right person is someone who delights in serving people—not for points or credit, but so clients’ goals are met, the creative team feels supported, and everyone is set up to succeed

### **JOB RESPONSIBILITIES:**

This role integrates project coordination, systems management, team enablement, and communication. The balance will vary week by week, but typically breaks down as follows:

#### **Project Workflow Management (~40%)**

- Own and optimize Monday.com boards—project setup, task structure, timelines, and board hygiene—so Project Leads have a reliable single source of truth
- Maintain Open Book's creative calendar, setting project pacing and milestone markers that balance concurrent workflows against deadlines
- Track progress across initiatives and follow up on deliverables; flag risks before they become problems
- Turn meetings into clear action items with owners and deadlines, so nothing gets lost between conversations
- Coordinate kickoffs and team onboarding for new engagements, making sure Project Leads and creatives have what they need to hit the ground running
- Manage project close, compiling data and leading internal debriefs that help the team learn and improve

#### **Resource Planning + Operations (~25%)**

- Support scoping, resourcing, and capacity planning to anticipate bandwidth needs across upcoming work
- Monitor project health and budget status through time tracking tools; proactively raise flags before budget issues materialize
- Keep the team's project infrastructure humming—Monday.com, time tracking, file management—ensuring consistent usage and clean records
- Set up and archive projects across platforms

#### **Project + Team Leadership (~20%)**

- Be the connective tissue within projects for the Open Book team—proactively communicating status, needs, and next steps so Project Leads can stay focused on the work
- Maintain cross-project visibility so leadership and team members can make informed decisions
- Route information between team members to ensure shared knowledge and no dropped threads
- Reinforce process consistency across the team, making sure the workflows and standards we've built are actually followed

#### **Process Improvement + Systems (~15%)**

- Serve as a deputy to the Senior Creative Director—anticipating what needs to happen next and proactively activating the team around it
- Recommend PM improvements or tools that help the creative team forecast capacity and deliver efficiently
- Spot process inefficiencies and propose practical fixes—making systems better

### **TO APPLY:**

Please submit a resume as well as a cover letter that introduces yourself, your relevant experience, and why you're interested in the role to [openings@teamopenbook.com](mailto:openings@teamopenbook.com).