

We are the Denver Center for the Performing Arts. We are best known for our touring Broadway shows and Tony-winning theatre, but as a not-for-profit organization that serves the entire Rocky Mountain region with the best arts programming and education possible, we're so much more than that.

**Project Manager:** The Denver Center for the Performing Arts (DCPA) is accepting applications for the position of Project Manager. The Project Manager oversees the planning, budgeting and resource allocation of brand and marketing campaigns and assets for the Denver Center for the Performing Arts. This position is accountable for the timely and cost-effective delivery of all customer-facing communications, and the processes and people who make it happen.

Primary skills include:

- Identifies resources needed and works with all company functions to assign individual responsibilities
- Creates and executes project work plans and timelines and revises as appropriate to meet changing needs and requirements
- Manages day-to-day operational aspects of a project and scope
- Opens or manages jobs/creates change orders in software system
- Facilitates or provides appropriate job specifications
- Leads project scoping
- Effectively communicates relevant project information to broader team(s)
- Works with Creative Services to create appropriate production schedules
- Routes work between all responsible people in all stages of development
- Conveys project changes and updates to appropriate team members
- Facilitates team and client meetings to review work
- Prepares regular status reports and distributes internally and externally if necessary
- Holds regular status meeting with project team
- Reviews deliverables prepared by team before presenting to client.
- Ensures documents and major digital assets are complete, current, and stored appropriately.
- Resolves and /or escalates issues in a timely fashion
- Manages both internal and external approvals
- Monitors scope creep and re-scopes projects if necessary
- Assures project legal documents (photo releases, property releases, etc.) are completed and signed
- Develop and refine most effective and efficient processes for creative development and production
- Support all of the above with external or freelance resources as needed
- Other duties as assigned by manager.

**Requirements Include:**

- PMP Certification preferred
- Strong leadership and collaboration skills
- Strong problem solving and decision-making skills
- Excellence in managing and motivating staff
- Excellent communication, presentation and persuasion skills
- Fluency in project management, proofing and related software systems
- Fluency in ticketing, CRM, email and related systems



- Minimum 5 years of experience managing resources, calendars and budgets, preferably within agencies or large internal marketing teams

This position is a full-time position with benefits. If you're interested in applying, please e-mail a cover letter, references, salary requirements and resume to [hrdirector@dcpa.org](mailto:hrdirector@dcpa.org) No phone calls please.

*The Denver Center for the Performing Arts is dedicated to building a culturally diverse and equitable environment and strongly encourages applications from minorities and women. This position will remain open until a diverse pool of candidates is identified.*