



Job Description: Studio Project Manager

POSITION TITLE: Studio Project Manager

DEPARTMENT: Creative Services

CLASSIFICATION: MGO-07

SALARY RANGE: \$75,000.00 to \$89,632.00 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatoon

ACCOUNTABLE TO: Director of Creative Services

Brief Overview:

Métis Nation–Saskatchewan (MN–S) is hiring a Studio / Project Manager, reporting directly to the Creative Director out of its Saskatoon Head Office. We are seeking a well-organized, motivated, and creative thinking individual to join us on Métis Nation–Saskatchewan’s journey.

As an integral part of the Creative Services team the Studio / Project Manager will support the Creative Services and Communications Department. This position will help organize, schedule, plan and deliver; digital, print, motion, and all media, whether now known or hereafter devised. As a self-starter you will be tasked with organizing and fielding requests and meetings for both internal and external use, as well as develop and nurture third-party partner relationships and requests. You are the peanut butter to our jam.

Key Responsibilities:

- Work with the Creative Director to plan and schedule project flow of projects and distribution of workloads
- Create new ways of scheduling and planning of projects and implement with the Creative Director
- Help maintain our high level of brand awareness and accuracy
- Meet with departments to create project briefing notes and gather all information for content creation

Métis Nation–Saskatchewan (MN–S)

310-20th Street East
Saskatoon, SK S7K 0A7
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- Help to develop a citizen based creative network for illustration, photography and videography within MN–S
- Knowledge to purchase media and oversee media scheduling. Responsible for media advertisement buys and media performance reviews
- Experience with social and new media implementation and brand performance reviews
- Experience with purchasing wearables and soft goods for brand building
- Work with print vendors in gathering quotes and coordinating production timelines
- Proofreading and second eyes on all materials that are created
- Maintain an archive of projects completed for recall

Qualifications:

- 5 years in advertising or related industries in a production manager/scheduler environment
- Computer experience: Mac platform with extensive knowledge in the Adobe PDFs, Microsoft 365 (Word, Excel, PowerPoint) experience with SharePoint, OneDrive, and Teams. As well as any other scheduling software
- Ability to learn and grow with the Métis Nation–Saskatchewan through our shared experiences
- Passionate about collaborating with the team on concepts and strategy
- Excellent English written and verbal communications skills. Knowledge or familiarity with Michif, French, Dene, or Cree an asset
- Métis and/or Indigenous representation will be an asset

Knowledge and Skills:

- Knowledge of Métis culture
- Knowledge of general office policies and procedures
- Strong communication skills including speaking, writing, and active listening skills
- Strong computer skills (including Microsoft Word, Excel, database software, electronic communication tools such as Microsoft Outlook)
- Proficiency with basic office equipment (i.e. fax, photocopier, digital camera, shredder, and scanner)
- Strong time-management skills along with the ability to prioritize daily tasks, organizational skills, and effective decision-making abilities
- Willingness to work within a team environment
- Professional telephone etiquette
- Skills in general administrative functions, including accurate typing, filing, ordering office supplies, maintaining office supplies and equipment
- Exceptional written and oral communications skills
- Excellent work attendance
- Sound problem solving and decision-making skills as well as attention to detail



- Interpersonal skills and an ability to demonstrate tact and diplomacy in difficult situations
- Embrace challenges and areas of rapid growth
- Resiliency in dealing with changing schedules, timelines, and financial priorities
- Adaptive to environmental or governmental priority shifts
- Keen knowledge of digital marketing, radio, social media and print media creation and production.
- Knowledge of project management and scheduling software.
- Self-motivated creative and strategic thinker with incredible attention to detail.
- Ability to navigate an ever evolving, changing work environment
- Can take project from the start to the finish line with the creative team and genuinely enjoys engaging with colleagues to get work done

Additional Requirements:

- Criminal background check (including Vulnerable Sector)
- Must have completed or willing to complete CPR certification
- Please submit resume, references, and cover letter to hr@mns.work by **11:59pm on September 21, 2022.**
- **Due to COVID19 Restrictions all applicants must be able to work remotely in a secure location maintaining client confidentiality. Only candidates selected for an interview will be contacted.**

As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN–S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.

