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#JOB-2356468



141/146A King Street North, Dublin 7, D07

E392



No of positions : 1



Paid Position



39 hours per week



36000.00 Euro Annually



23/09/2024



21/10/2024

How to apply

Application Method :

Not available



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project manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

We are seeking a highly organised and creative Project Media Manager to join our team. The ideal candidate will have a deep understanding of both the hospitality industry and the multifaceted world of creative agencies. This role requires a strategic thinker who can manage relationships between our agency and clients, as well as ensure smooth project flow within the team.

As the Project Media Manager, you will be responsible for overseeing the delivery of content and campaigns across platforms, including Instagram and Meta Business Suite, managing freelancers, and ensuring deadlines are met. You will also be instrumental in creating and implementing creative briefs that guide our team toward producing exceptional work.

Key Responsibilities

Client Management: Serve as the primary point of contact for hospitality clients, ensuring clear communication and strong relationships.

Campaign Oversight: Manage the execution and delivery of media projects on Instagram and Meta Business Suite, ensuring all campaigns align with client goals.

Team Coordination: Collaborate with in-house creatives and freelancers, ensuring timely delivery of high-quality content.

Creative Briefs: Develop and implement creative briefs that guide the team in producing content that meets client expectations.

Project Management: Use ClickUp to plan, track, and meet project deadlines, handling multiple campaigns simultaneously.

Hospitality Expertise: Apply knowledge of the hospitality industry to ensure content speaks directly to target audiences and trends.

Qualifications & Skills

Bachelor's degree in Media, Management, Communications, or a related field is preferred.

Design programme experience (Adobe Creative Suite) a bonus but not essential

1-3 years of project management experience in a creative agency, with a focus on digital media.

Strong understanding of the hospitality industry and its unique needs.

Proficiency in project management tools (e.g., ClickUp) and social media platforms (e.g., Meta Business Suite).

Exceptional organisational skills with a creative background.

Strong communication and leadership abilities.

- **Sector:** arts, entertainment and recreation

Career Level

- Not Required