



CREATIVE PROJECTS MANAGER / FULL TIME / SHELBURNE, VT

Position Summary

We are currently searching for a talented and experienced Creative Projects Manager to oversee the creation of print catalogs and digital assets and provide hands-on guidance and support to our creative team. The successful candidate will be actively involved in day-to-day design and production, making sure that all deadlines are met. You should possess the ability to maintain high expectations of self and staff members, plus the ability to thrive in a deadline-driven environment. Because this position involves working closely with staff members at all levels—from designers and production artists to company executives—a collaborative approach and excellent communication skills are a must. This position is on-site at our Shelburne, VT headquarters.

Responsibilities and Accountabilities

- Brand Development: Work with the CEO and Marketing Director to implement and maintain brand identity; work directly with cross channel business partners as needed to maintain a cohesive look across all marketing channels.
- Management: Oversee the Creative Production Team including Designers and Photographers, Copywriters and support staff.
- Production: Create the production schedules; investigate new production procedures; manage the design process.

Requirements

- Mac-savvy, with advanced skills in Adobe Creative Suite.
- Bachelor's degree in Fine Arts, Graphic Design, Marketing or equivalent experience.
- Three or more years managing production of printed & digital marketing materials.
- Project management experience in a high volume environment a plus.
- Ability to prioritize and manage multiple projects at once in a deadline driven environment.
- Strong verbal and written communication skills.

About South Meadow Ventures

South Meadow Ventures, LLC was founded in 2001 with a single consumer catalog title; Nova Natural Toys & Crafts. Nova Natural Toys & Crafts is committed to wholesome play with heirloom quality, non-disposable toys. In 2008 Nova Natural became the US distributor for Babylonia, a Belgian manufacturer of organic baby wraps and carriers and Fair Trade dolls. In 2015 Nova Natural acquired the established consumer catalog titles China-berry and Isabella, continuing their missions to provide quality products, carefully curated and personally tested.

Why We Are Hiring

We're growing! This is a new position in our organization.