

Team

PROJECT COORDINATOR

About Us

Team is a strategic branding and design studio. We transform brands and businesses with a focus on clarity, meaning, and emotion.

Position

Reporting to the Head of Operations, the Project Coordinator will support project management as well as the day-to-day operations and culture of our energetic studio. This role is full time and in-studio.

What you need to succeed:

- Creativity: You're interested in the worlds of art and design and are excited to bring your own creativity and interests to work every day.
- Collaboration: You have a strong work ethic and ability to take direction. You're an active listener who is eager to work with a small, hands-on creative team.
- Communication: You have clear and concise oral and written communication skills.
- Organization: You have great attention to detail, and you're comfortable managing, prioritizing, and completing parallel tasks in a timely and thoughtful manner.
- Experience: You have a bachelor's degree or equivalent work experience.

Your responsibilities include:

- Supporting Head of Operations with client and project management
- Scheduling meetings and maintaining the calendars for Team's partners and management team
- Prioritizing and scheduling studio tasks in support of project deadlines
- Managing and organizing administrative documents (freelance agreements, NDAs, W-9s, compliance documentation)
- Managing office vendors (IT, water, groceries) and ordering supplies as needed
- Supporting the Head of Operations with onboarding new team members and freelancers
- Supporting the Head of Operations with project-specific logistics (booking photographers, compiling expenses, etc.)

- Supporting business development efforts by developing new business presentations and proposals
- Supporting the Head of Operations with scheduling and organizing culture projects (Lunch and Learns, field trips, birthday lunches)
- Helping to define and support Team's overall culture, values, and mission

Requirements:

- BA, BFA, or equivalent experience in design, fine art, or related subject
- 1-2 years working in a creative agency or equivalent experience

Benefits:

- Paid health, dental, vision insurance
- 401k with 3% employer contribution regardless of match
- Paid time off
- Unlimited sick time
- Remote Fridays
- Parental leave
- Wellness stipend
- Rideshare stipend
- Professional development stipend

Salary:

\$65,000-\$75,000 based on experience

Please send your resume, portfolio, and a note about yourself, to jobs@team.design.

Diversity, Equity, and Inclusion at Team

Team is committed to building and fostering an environment that celebrates our diversity and nurtures our passions. We believe everyone is creative and our individual expressions contribute to the uniqueness of the work we create.

We encourage our team to show up authentically and embrace our differences in race, religion, national origin, age, disability, sex, gender identity, socio-economic status, marital status, veteran status, and any other characteristics that make up our unique identities. Team is an Equal Opportunity Employer and we continue to invest our efforts to ensure Team is an inclusive place that delivers value to our team, our clients, and our community.