

Frontier is looking for a Senior Project Manager to join our team. The projected start date is between April 1 and April 10, 2023. This is a part-time position.

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About us:

[Frontier](#) is a small design office built to deliver a big idea: Purpose-Driven Performance. To us, this means creating exceptional products, brands, and experiences with a meaningful purpose at their core. It means our work spans all types of design challenges, and we have a pretty deep toolbox with which we approach them.

Another thing we do really well is care for and invest in our people. Frontier is a place where you can belong. We provide ongoing mentorship, we have a feedback-first culture, we prioritize professional growth, and we offer competitive compensation and benefit programs to all team members.

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Role Overview:

We're looking for a Senior Project Manager to join our team to manage a variety of client projects and accounts on a part-time basis. *Part-time basis* is defined by the total project-management workload (i.e., the number and scale of projects assigned), and this role assumes an average of 20–30 hours per week. We are looking for someone senior who can manage their own time in a proactive way while being readily available to address client and project demands as they arise. We welcome candidates who are looking for part-time work only and/or who are looking for part-time work to complement other part-time or contract work they may be involved with. There may be opportunity for this role to become full-time as the organization grows.

Reporting to our CEO, you'll support Frontier and the Frontier team by shaping and leading the work we do with and for our clients. This includes but is not limited to developing proposals and project plans, creating and monitoring project budgets,

managing workflows and resources, building and maintaining client relationships, and ultimately ensuring successful delivery of projects from end to end.

Our team is small, so you'll work closely with everyone. The good thing is, our people are caring, dedicated, smart, and fun!

Responsibilities:

- Liaise with clients by anticipating their needs, capturing their feedback, and advocating for their point of view during the development of project work
- Develop project proposals and plans
- Prepare and manage project budget and timelines
- Contribute to resource planning for the team across all current projects and new-business pursuits. Together with fellow project managers and project leads, monitor for under/over utilization to ensure team and project health
- Organize, prioritize, and clarify project tasks
- Take detailed, comprehensive notes
- Prepare project briefs for designers
- Schedule internal and external meetings, sending calendar invites with agendas

Qualifications:

- Significant experience managing projects in a design- or ad-agency setting
- Experience working with clients in the real estate, arts & culture, and/or technology sectors is an asset
- Excellent written and communication skills, as you will correspond directly with our clients
- Experience and confidence facilitating communication across a busy team
- Experience creating and maintaining project plans, schedules, and budgets
- Ability to balance many tasks at once
- Enthusiastic, well-organized, and self-motivated
- Comfortable using tools such as Keynote, Google Sheets and Docs, Slack; Knowledge of Function Point an asset
- Ability to document, organize, and follow up on important actions and decisions from stakeholder meetings
- Ability to host and coordinate meetings and distribute relevant information

Our Location: We are located in Toronto at Dundas and Roncesvalles. We work hybrid and offer flexibility to work in the office and/or remotely. We encourage certain meetings, activities, and collaboration-based work to take place in the office in person when possible.

Compensation: \$40,000–60,000 CAD

Benefits:

- The fulfillment of working with a team that cares about doing better and pushing the status quo with regard to both creative processes and how work is done
- Competitive health benefits, including dental and drug coverage
- A parent-friendly workplace with flexible hours and an 80% top-up plan for eight months of parental leave
- An environment that fosters continuous learning and drives a feedback-first culture

Reporting: This role reports to Laura Sellors, CEO

Applications close: March 30, 2023

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Here's how to apply:

Please send your résumé and a cover letter to Laura (lsellors@frontier.is) with “Senior Project Manager Job Application” in the subject line. Please also indicate where you saw this job posting.

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Hiring Process:

Selected applicants will be asked to join the following video/phone interviews:

Technical Interview #1 with Laura, CEO

This interview is to get to know each other, discuss the role, our company, and your experiences and goals.

Culture Interview #2 with Tristan, Associate Creative Director

This interview is an opportunity to get to know our working culture and better understand how you might add to it.

Offer stage:

If there's an alignment, we'll move into an offer stage and we will call our successful candidate to share the news!

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Accommodations and Accessibility: Frontier provides employment accommodation during the recruitment process. Should you require any accommodation, please indicate this in your introductory email and we will work to meet your accessibility needs.

Doing Better: At Frontier, we believe strongly in building a working environment in which everyone feels included, valued, and heard. We strongly encourage applications from Indigenous peoples, racialized people, people with disabilities, people from gender- and sexually diverse communities, and/or people with intersectional identities.

Beyond our hiring policies, we commit to using all facets of our work to support the movements for equity and justice for all people. You can read more about our commitments here: <https://frontier.is/newsletters/doing-better-at-frontier/>