

SUPERPLASTIC

NOW HIRING: Experiential Project Coordinator

LOCATION

Burlington, Vermont.

REPORTING TO

Lead Project Manager

POSITION OVERVIEW

Superplastic is seeking an Experiential Project Coordinator to grow our character-based product and entertainment brand. Superplastic creates animated celebrities on social media, as well as movies, streaming shows, and some of the world's most sought-after art toys, character-based apparel, and other amazing products.

You will be responsible for organizing schedules, creating tasks in project management programs such as Asana, coordinating all event logistics, including budgets and work back schedules, communicating with team members daily on departmental priorities, and assisting the Project Management Team in ensuring all the departments are aligned, efficient, and organized. This position requires the ability to be a self-starter, have an innate curiosity and problem-solving skills, communicate well, multitask, and maintain processes and pipelines.

RESPONSIBILITIES

- Assists the Lead Project Manager with maintaining deadlines and ensuring departmental productivity goals are consistently met.
- Ensures pipeline procedures are followed, and workflow is seamless between the departments.
- Understands the workflow of departments and works with the Lead Project Manager to maintain the department schedule.
- Performs daily check-ins with team members to determine and communicate the status, roadblocks, and priorities of the work within the department.
- Creates tasks and updates schedules within project management software such as Asana.
- Attends and takes notes during departmental meetings, tracks approvals, and distributes information to appropriate parties afterward, as well as follows up on action items.
- Coordinates departmental team meetings.
- Assist in the development and tracking of program budgets, including securing 3rd party quotes and tracking spending.
- Conduct event research to gather pertinent information.

⚡ SUPERPLASTIC ⚡

- Assist in preparing event documentation, including decks, production schedules/ROS etc.
- Coordination of creative assets, including graphics and other production elements, including vendor, food and beverage, event staff, and security
- Assist in the on-site coordination of the event and post-event deliverables

The above list describes the essential functions of this role, but other duties may be assigned as necessary.

REQUIREMENTS

- 2-3 years of experience in an administrative role; Project Management, Animation or film production, Business Operations, or a Production Planning background is a plus!
- Proficiency with Microsoft Office, file management, and project management software (e.g. ShotGrid, Asana).
- Ability to multitask and shift priorities on a dime.
- Ability to work proactively and independently while managing multiple projects with competing priorities.
- Have common sense and intuition and can think creatively to solve various challenges.
- Must be hungry to learn
- Practical written and verbal communication skills, with considerable attention to detail.
- A keen eye for design and visual presentations
- High school diploma or equivalent.
- Relevant professional certifications are a plus.
- Ability to thrive in a dynamic, fast-paced startup environment.
- Willingness to travel up to 30% and weekends, if needed.

BENEFITS

- 3 weeks of paid time off
- 1 week of sick time off
- 2 weeks of paid closed time off
- Paid Holidays
- Health insurance (we pay the base plans monthly premiums for you & your family!)
- Vision and dental insurance
- 401K w/ a 100% company match up to 3% and 50% company match from 3-5%
- + more!

Email resume and cover letter to jobs@superplastic.co

⚡ SUPERPLASTIC ⚡

ABOUT SUPERPLASTIC

Superplastic is a Vermont-based character design studio that creates synthetic celebrities with millions of followers worldwide and who appear in social media, music, gaming, high-end collectibles, fashion, animated entertainment, web3, and live experiences. We sell tens of millions of dollars in real and virtual products annually and have collaborated with Gucci, Fortnite, Mercedes-Benz, Tommy Hilfiger, Christie's Auction House, J. Balvin, Kidsuper, Pusha-T, Paris Hilton, Post Malone, The Weekend, Vince Staples, Rico Nasty, and way more.

[Superplastic](#) is an equal-opportunity employer. Superplastic is committed to diversity, equity, and inclusion; we are passionate about building and sustaining an inclusive and equitable workplace.