

JOB DESCRIPTION:

Integrated Producer

REPORTS TO:

Director of Project & Workflow Management

WHAT WE'RE LOOKING FOR:

Pre-pros. Schedules. Timelines. These words are part of your regularly vocabulary. That's because you're a producer, through and through, and you love playing a pivotal role in bringing ideas to life. But beyond your notebook filled with estimates and your phone list filled with contacts, who are you? You're someone who takes ownership of a project—from beginning to end. Whether it's producing a photo or video shoot, a website, or even something you've never heard of, you welcome the challenge with an open mind and open arms. And you own it every step of the way. You are a pro when it comes to scheduling and creating responsible timelines and also keeping teammates updated on a regular basis. And, of course, you can juggle a multitude of different projects while still keeping your cool and playing nice with others.

WHO WE ARE:

It seems like, these days, many ad agencies are ashamed to call themselves ad agencies. They'll say they're storytellers, brand ninjas, or stuff like that. Not us. We're an ad agency and proud of it. A 61-year-old one, at that. And while the mediums and channels have changed over the past six decades, one thing has not: that it's our job to make our clients shine. A task, by the way, we gladly take on in the form of creative, PR, media and analytics. For us, it's all about getting results for our clients. Each and every day. Just like we've done for the past 61 years.

JOB SUMMARY:

The Integrated Producer is responsible for taking the lead on all assigned videos, photoshoots, digital and integrated productions from the initial agency briefing through the final wrap of the job.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Cross-departmental collaboration and management of broadcast, print, and digital projects including specialty projects from initiation through implementation and deployment.
- Oversees multiple and concurrent projects to guarantee overall quality of work and ensuring the project is delivered on time, on or under budget and free of error.
- Manage schedules and budgets on outsourced projects
- Resolve scheduling conflicts.
- Securing sourcing quotes and negotiations with vendors.
- Creating estimates and scopes of work for outsourced and project-based work.
- Track and report project budgets and profitability.
- Manage business affairs including licensing and rights management across broadcast, legal, production contracts, talent agreements.
- Work with project manager to determine the scope of a outsourced projects, hours allocation, and the necessary content needed to gather together.
- Maintain constant communication with creative staff and project manager to provide status updates on schedule and budget.
- Provide vendor/partner research and vetting to ensure they will deliver the highest-quality creative product and stay true to the vision of the project/deliverable.
- Maintain vendor/partner sourcing database.

QUALIFICATIONS:

- 5+ years of experience managing simultaneous projects in a fast-paced agency, marketing, or creative services environment.
- 5+ years of broadcast and print production experience; agency experience a plus.
- Must be detail oriented and adept at multi-tasking.
- Self-motivated and organized.
- Solution-driven, even against challenging projects/situations.
- Thorough knowledge of Google product suite and Microsoft Office.
- Strong understanding of digital, print, broadcast, and the ability to converse *effectively* about all verticals.
- Strong sense of design and experience with industry leading creative output.
- Excellent written and verbal communication skills and the ability to work well with a variety of personalities and work styles.

COMMUNICATION ABILITY:

Ability to read, analyze and interpret information from a variety of sources, such as trade journals, research reports, white papers and cross-tabulated survey data to effectively present information in one on-one and group situations to customers, clients and other employees of the organization.

REASONING ABILITY:

Ability to define problems, collect information, establish facts and draw valid conclusions based upon information furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:

Computer proficiency, MS 365 preferred, including MS Outlook. Workamajig experience a plus.

LEADERSHIP RESPONSIBILITIES:

Does not supervise the work of others.

WORK ENVIRONMENT:

Fast-paced, energetic, creative environment requiring flexible work hours.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit and use hands to finger, handle or feel. The employee is occasionally required to stand; reach with hands and arms; stoop, kneel, crouch and crawl. The vision requirements include ability to adjust focus and close vision. Reasonable accommodations may be made to enable individuals to perform the essential functions.