



At &Barr, we believe it's not what you do it's why you do it. Your "purpose" should be why you thrive from day-to-day, therefore, this job description is designed to outline primary duties, qualifications we look for, and job scope, but not limit the employee to the description identified. It is our expectation that each team member will offer their services wherever and whenever necessary to ensure we are the agency of choice for both our clients and employees.

**JOB TITLE:**

Producer

**REPORTS TO:**

Director of Production

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Producer will work with the Director of Production and department coordinator to implement and ensure that streamlined and standard operations are followed for all productions. This includes but is not limited to:

- Tracking projects to make sure milestones are being met as well as processing invoices so vendors are paid in a timely manner.
- Maintain a master job list, tracking invoicing, status of project and next steps; and work with coordinator to make sure department status sheets and all stakeholders are updated.
- Work with the department coordinator to ensure and support that jobs are properly audited, closed and invoices processed.
- Work with the department to keep our talent and vendor database updated.
- Support various productions with our bidding process and awarding jobs properly.
- Learn and ensure we are compliant with all client production protocols and brand guidelines.
- Act as a mentor for our Production Coordinators and Project Managers
- Work with our Director of Production to put processes in place for seamless production protocols.
- Oversee all productions and freelance crews.
- Ensure that all projects meet creative needs within defined budget and scope.
- Act as "glue" to ensure all logistics are met and assets are smoothly created and delivered on time.
- Autonomously wrap jobs for all projects you're producing.
- Consistently demonstrates sound judgement and strategic thinking, in accordance with Agency's [mission, vision, and values](#) and never sacrifices quality for speed.

**QUALIFICATIONS**

- 7+ years of agency/related work experience
- Able to work autonomously managing a budget(s), timesheets, PO's, etc.
- An effective communicator across verbal, written and presentations and a good listener
- Leadership skills are important as this role will oversee our staff coordinators, staff Production Managers and all freelance Producers and freelance crews
- An effective/creative problem solver
- The ability to have patience with in-house creative staff. Able to switch gears as needed- flexibility is a must.
- Must have the understanding that managing expectations on all jobs is "A Must"
- Can dynamically steer any issue with efficiency and clear intent of reaching the goal.
- Effectively present information and respond to questions from clients and internal managers
- Remain current on industry tactics and trends
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**COMPUTER SKILLS**

- Mac, MS office, spreadsheets/presentations, MS 365/Teams, Workamajig project management software a plus.

**COMMUNICATION ABILITY**

Ability to read, write, and comprehend sometimes complex instructions, correspondence, and memos. Ability to effectively present information in one-on-one and group situations both internally and externally.

**REASONING ABILITY**

Ability to apply common sense understanding to execute detailed and sometimes involved written and oral instructions. Ability to deal with problems involving few concrete variables in standardized situations.

**LEADERSHIP RESPONSIBILITIES**

Ability and experience to supervise the following role(s): Social Media Manager, Social Media Strategist, and/or Interns. Will collaborate with other departments on a daily basis. Must be able to interface daily with client and lead account management in collaboration with others, including Account Service, Creative, Media, Production, PR, New Business, and Finance as needed. Must be a self-starter with a passion and drive to exceed client expectations.

**WORK ENVIRONMENT**

Fast-paced, energetic, and creative environment. Occasional travel and overtime may be required.

**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, and crouch. Employee must be able to see. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.