



JUNIOR PRODUCER (UK Team)

Location: Central London
Contract: Permanent

OVERVIEW

We are an award winning, full-service integrated marketing agency located in London (UK), Melbourne (Australia) and Los Angeles (Hollywood). We have a diverse client base across film, entertainment, TV, consumer entertainment and FMCG.

We are recruiting for a Junior Producer to join our creative team, you will need to be a hands-on team player, happy to be the go-to person for our creative team and clients. This role would suit a highly motivated, self-starter with experience in managing their time in a busy creative agency. You should have a solid knowledge across design, AV or digital, drive to learn all three and be comfortable working with conceptual creative as well as administrative tasks.

The focus will be to help manage projects across all aspects of creative whilst maintaining our high standards and consistent commercial results. The agency's philosophy is to exceed client expectations, maintain healthy profit margins and continue as market leader with innovative, fresh ideas and approaches that foster longstanding client relationships and organic growth via word of mouth.

Reporting to a Senior Producer, you will be responsible for day-to-day management and delivery of key campaigns for allocated client accounts with your team. This will primarily include managing workflow across each department, working with key stake holders and following processes to ensure resources are maximised and creative work leaves the studio at a high standard.

You must have excellent communication and problem-solving skills and adept at managing multiple projects, across departments whilst maintaining standards. Some client contact will be required and therefore you need to be comfortable with and capable of communicating effectively at all levels.

Standard working hours are 9am to 5.30pm.

RESPONSIBILITIES

- Up-keep of internal asset master logs, contact lists and web log-ins
- Work with the other Producers to oversee project plans, timeline schedules and implementation of projects across design, AV and digital
- Manage day to day changing requirements to ensure deadlines are met and the Producer is 100% satisfied and in the loop throughout
- Daily management of the creative team timesheets, schedule of work and monitor progress throughout the day
- Set-up of projects on our internal system, ensuring that all projects are set up in line with processes
- Ensure project processes are followed and relevant documents are complete, current, and stored appropriately
- Ensure quality client and/or internal briefs are issued and received by creative team members



- Create strong working relationship with internal creative teams to help manage schedules and implementation of projects across design, AV and digital
- Ensure creative team needs are met with the sourcing and timely supply of all specs, guidelines and requirements
- Review deliverables prepared by team before passing to Account Directors or client – double check all is on spec/brief as well as quality assure – spell-checking, general eye for detail to ensure work is to a high standard
- Negotiate with suppliers to get best rates and reduce project costs

SKILLS & EXPERIENCE

- Experience of (18+ months) working on projects in a creative agency, demonstrating a track record of project planning, working across a number of clients and projects simultaneously
- A sound understanding of at least one marketing creative disciplines - adept at taking creative briefs on design, AV and digital
- Ability to question and understand briefs to provide accurate work plans, budgets and timelines
- Process driven with the ability to multitask and continually re-prioritise tasks against project deadlines
- Ability to work under own initiative with a desire for a degree of autonomy
- Understanding of basic revenue models and ability to track project budget

OTHER

- Clear thinker with problem solving skills
- Excellent organisational and project management skills
- Excellent interpersonal and communication skills
- Ability to work under pressure and to tight deadlines
- A team player with a desire to develop within the agency
- Open to change and evolve how you work to deliver constant improvements
- Ability and desire to work in fast-paced, sometimes high-pressure environment
- Respectful of other agency key stakeholder roles & responsibilities
- A flexible style and ability to build strong internal relationships through good communication skills and known for being dependable
- A persuasive and self confident approach
- Consistent and positive
- Friendly, open, honest with great integrity – builds strong relationships quickly

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