



Senior Creative Project Manager (client facing)

Company: Zero Degrees West Ltd
Location: 22 Stukeley Street, London, WC2B 5LR
Contract: Permanent
Salary: Competitive salary (dependent on skills / experience), plus perks and benefits

The Agency

We are an award-winning creative agency located in London and Los Angeles. Working with diverse clients across film, entertainment and TV, we are looking for a passionate, creative designer to deliver best-in-class campaigns for clients around the world.

This is a fantastic opportunity to be an integral part of a successful, award-winning team working on a broad spectrum of projects across digital, AV and design for clients such as Universal Pictures, Sony Pictures, Warner Bros., Paramount and Netflix.

While standard working hours are 9.30am to 6pm, you will work closely with our LA office and, at times, will be required to adjust working hours accordingly.

Who we are looking for

We are looking for an experienced production manager or client facing project manager to join our team. You will need to have demonstrable account management skills and have delivered a number of creative campaigns for high profile clients, taking charge of the entire process from brief to delivery, preferably in a multi-disciplinary agency environment across digital content, AV and design origination.

This will primarily include building strong relationships with your allocated clients to grow opportunities and secure ongoing work while also managing workflow across each department, working with key stakeholders and following processes to ensure resources are maximised and creative work leaves the studio at a high standard.

You will be talented, hard-working and creatively minded, keen to learn new skills and have a real passion for entertainment and project management. You are comfortable managing conceptual creative as well as production heavy roll out projects.

DAY-TO-DAY DUTIES

Account Management

- Regular meetings & calls with clients to discuss briefs and ongoing projects
- Develop excellent relationships through effective day to day management of projects
- Write clear and concise briefs for the studio and Creative Director
- Manage profitability across your accounts, in line with agreed profit targets
- Work with the senior management team to identify and secure project opportunities
- Manage day to day changing requirements to ensure deadlines are met and clients

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are 100% satisfied and in the loop throughout. This includes keeping within budget, or communicating and gaining approvals on increased budgets.

- Work closely with head of UK sales to keep internal sales target pipelines up to date
- Work with head of UK sales to develop client plans and strategy to meet agency targets

Project Management

- Project planning and timelines, setting key milestones to track progress
- Quote and budget all projects in line with agency procedures
- Daily management of the creative teams' schedule, booking work in advance and monitoring progress throughout the day
- Resource management in collaboration with the Creative Services Director, making recommendations for freelance bookings when needed
- Develop strong working relationship with internal creative teams to understand the most effective use of their time
- Ensure project processes are followed and relevant documents are complete, current and stored appropriately
- Ensure creative team needs are met with the sourcing and timely supply of all specs, guidelines and requirements
- Review deliverables – 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
- Manage traffic roll out campaigns, working with team members to gain necessary clearances and approvals
- Add value throughout the planning and creative development processes, working closely with the Creative Director to smooth the process from client to studio and back again
- Negotiate with suppliers to get best rates and reduce project costs
- Report project performance and progress to the Creative Services Director on a regular basis
- Offer direction and support to junior members of the team, identifying bottle-necks within the team and pitching in where needed
- Evaluation of projects to apply learning's going forward

SKILLS AND EXPERIENCE

Essential:

- 5 years + experience in production or project management within a creative agency or in-house department
- An extensive track record in project planning and managing multiple, high volume and fast paced projects for either AV, print or digital
- Experience in managing campaigns for entertainment brands or properties (TV shows, films)
- Demonstrable experience in a client facing role, taking, questioning and understanding briefs
- Able to multitask and continually re-prioritise tasks, formulate back up plans and

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manage this process with the client

- Comfortable communicating costs and negotiating budgets with the client
- Experience in managing creative across all disciplines - digital, AV and print
- A good understanding of the creative process and technical needs to be able to communicate requirements to creatives
- Able to work with creative team members to get the best results in line with commercial targets
- Experience line managing junior team members or a small team
- Working knowledge of studio scheduling systems and Excel/Google Sheets
- A genuine passion for, and an avid consumer of mainstream entertainment
- A high level of self-motivation together with a solid work ethic
- Experience in a fast paced, high volume studio
- The ability to take on and retain information quickly and efficiently
- A strong contributor to the creative processes by sharing ideas & creative thoughts which strive to keep ideas, designs fresh & innovative
- Champion creative excellence at all times

Preferable:

- Working knowledge of optimal social platform output, eg .jpeg, GIF, file weights & sizes, etc.
- Working knowledge of Trello and G-Suite
- Willingness to pitch in ideas in creative brainstorming
- Experience developing and implementing internal processes
- Working with international clients, good knowledge of International and American English

How to apply:

Please send CV and a short intro to yourself to jobs@zerodegreeswest.com

Please note that, due to the high level of applications we receive, we are not able to respond to everybody individually. We aim to contact successful applicants within 10 days.

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