



# Senior Creative Project Manager

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, lead project manager to deliver best-in-class campaigns for clients around the world.

This is a fantastic opportunity to lead 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., Amazon Studios and Paramount

While standard working hours are 9.30am to 6pm, you may 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 producer / project manager to join our UK based team for all of our LA client projects. You will need to have demonstrable project and resource management skills and have delivered 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.

The role will include working with Creative Services Director to allocate projects to your team, managing and monitoring studio resource and freelancer requirements. You will also work closely with the Lead Creative PM in the LA office to improve and renew working processes, making recommendations to the Creative Services Director.

You will also have creative oversight on all LA projects working hand-in-hand with the studio to ensure all 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.

## RESPONSIBILITIES

### Project Management

- Manage workflow across between our LA office and our London office, overseeing all LA projects and leading your own
- Creative and quality control of LA projects, working closely with the senior management team to ensure everything leaves the studio to a high standard
- Championing internal processes, ensuring adherence from the team and identifying areas of improvement

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020 7462 0400

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- Developing project plans and timeline schedules, flagging potential bottlenecks in advance
- Ensure all deliverables are on brief, quality assured and on time
- Manage day to day changing requirements of multiple projects, understand briefs, ask the right questions, and make key decisions on technical and budgetary issues, re-prioritizing when required to ensure deadlines are met
- Work on a day to day basis with London team ensure all project needs are met and communicated
- Daily handover from the LA client services team to pick up any client requests overnight and respond appropriately
- Daily detailed handover to the LA team following company processes
- Ensure all Asset Delivery specs are identified in advance and test/quality assure all delivery packages before sending
- Ensure that all creative assets meet legal, brand and creative standards before entering production
- Manage profitability across projects, in line with agreed profit targets
- Assist Account Directors with scoping of projects eg. RFPs, SOWs, deliverables, schedule, budget, estimates etc
- Flag over burn or notable budget issues (or opportunities) to Account Directors at first opportunity by tracking client and studio trends impacting profit margins

### **Resource Management**

- Manage Vendor/Freelancer relationships and budgets as required
- Monitor and manage studio resource, working with PMs to ensure that they are used efficiently and identifying potential freelancer requirements

### **Team Management**

- Onboarding, mentoring and training team members
- Line management of the LA Project Management team – at least two team members
- Allocating projects to the team, ensuring that each project has the right resource in place

### **Skills, Training & Experience**

- At least 5 year's experience in creative project management or production
- Demonstrable experience in managing multiple projects in a creative agency, using project management tools
- A meticulous eye for detail, holds and maintains high standards
- Ability to ask the right questions and get clarification to do the job right
- An ability to handle and prioritise large volumes of work on short deadlines
- Ability to work under own initiative with a truly collaborative spirit
- Experience managing a team of junior and mid-weight producers / project managers
- Strong understanding across marketing creative disciplines, design, AV or digital (ideally all 3)
- Comfortable with juggling a high volume of projects and priorities in a fast-paced environment
- Excellent clear communicator, unflappable, persuasive, problem solver with organizational and problem-solving skills
- Experience managing resource in a fast-paced studio
- A strong contributor to the creative processes by sharing ideas & creative thoughts which strive to keep ideas, designs fresh & innovative

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- Proficiency in Word, Excel, Power Point and Outlook with an observational knowledge of InDesign, Photoshop, AfterEffects and HTML5
- Champion creative excellence at all times

**How to apply:**

Please send CV and a short intro to yourself to [jobs@zerodegreeswest.com](mailto: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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