



StudioNow Executive Producer of Events

Start Date: June 1, 2018 or as soon as available
Location: Onsite at Client's headquarters in Palo Alto, CA
Reports to: StudioNow Executive Producer in Palo Alto, CA
Job Type: Full Time
Classification: Exempt

Job Description:

StudioNow is looking for an Executive Producer for Corporate Events in Palo Alto, CA. Ideal candidates will be very strong, creative, energetic and amazing client-focused leaders for our events on a new team we are building onsite in Client's internal communications group. This group is responsible for Client's corporate events and video studio and this Executive producer will lead our event production executions. Candidates must have a track record of producing exceptional large and small scale events for a range of clients, streaming and live.

The ideal candidate will have significant experience managing teams, and leading event productions on both the client and agency side. This is a job for a superb leader who thrives in a dynamic environment.

You'll be joining our highly dedicated and talented team to help create smart, innovative corporate video & marketing solutions for one of the best brands in the world. It's an amazing opportunity. We are looking for someone with leadership, strong communication skills, vision, taste, style, creativity, & organization to join the team.

This Executive Producer must be driven to keep the Studios' creative edgy and fresh; but also understand how work within the confines of a pre-determined brand strategy and budget. This is an exceptional opportunity for a go-getter, strategic, big thinker.

Primary goals of the job are to ensure 1) brilliantly-managed event development and executions 2) thought and execution leadership on projects 3) the best possible creativity and quality of the Studios' event and video work 4) content and speaker and 5) absolute client satisfaction.

Specific responsibilities include, but are not limited to:

- Serve as a mentor, manager and leader for an exceptional team of staffers (Senior Producers, Producers, Production Managers and Associate Producers) with the

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goal of developing them professionally to be the best that they can be.

- Develop and leverage relationships with event and video production companies in the SF Bay area.
- Manage, process, and respond to a high volume of incoming customer requests for video production.
- Actively pitch and evangelize the capabilities of the Studio to internal stakeholders, develop strong internal client relationships.
- Ensure deliverables (including live web streams) are thoroughly planned and executed properly.
- Understand and predict video and event production so as to properly align concepts, ideas, and programs with expected or required budget parameters. This understanding should extend to all aspects and executions of video production from large events, one man band, guerilla production to network television including scripting, casting, art direction, talent direction, location scouting, wardrobe, hair & makeup, on-location or in-studio production.
- C-level engagement on a daily basis, speaker support, ensuring content is developed properly and is of an acceptable quality to be presented in our events and video.
- Manage risk in live event environments including testing, back-up plans, and minimizing opportunity for mistakes in the run of show.
- Actively lead and manage the production of premium projects and ensure their timely delivery including:
 - Concepting, Writing, Idea development
 - Define scope
 - Pre-production
- Work with producers to select and engage network resource(s)/production teams
 - Manage the event production team (which may include client team members)
 - Manage the production budget
 - Lead, produce and direct on location/set
 - Quality Assurance
 - Oversee post-production and final deliverables
- Actively interact with the customer to ensure that the customer's creative vision is realized in the projects being produced and to manage expectations.
- Continually push to raise the bar for the quality and production value of the events and video content that StudioNow produces for Client.
- Leverage and drive usage internally at Client of the StudioNow production platform.
- Continually seek creative and innovative ways to produce innovative event and video content while maximizing available budget(s)

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- When appropriate, work closely with brand / client teams to:
 - Help sell through creative concepts to potential clients
 - Integrate new partners/products into appropriate, scalable workflow including the development of tools/content for customers, StudioNow and the Network (production packs, scripts, etc...)
- Resolve elevated/prolonged customer service/production issues.

Professional Requirements and Competencies:

- Excellent writing & communication skills
- Significant event production experience, as a leader, for both live and streamed events.
- Proven ability to deliver in a deadline-driven public relations & communications environment
- Team player, no drama, with highly developed client handholding & organizational skills
- Top-notch project management skills
- Attention to detail
- Strong creative vision and point of view for events, event video and video production.
- Track record of leadership of production resources and teams
- Film & video production and/or post-production experience
- Strong written and oral communication skills
- Strong interpersonal skills and “get it done” philosophy.
- Upbeat and positive attitude with an always client-focused personality.
- Comfort with dealing with potentially unhappy clients in a dynamic environment.
- Decisiveness and ability to assert control over dynamic situations to steer them properly.
- High degree of comfort with being on the phone
- High degree of proficiency on a computer (both Mac and Windows since Client is a PC environment)

Required Education and Experience:

- Passion, drive & enthusiasm.
- Links to work / content creative (reel, case studios, etc.) or proof of a strong creative track record.
- A minimum of 10 years of experience working in events, creative, & video production.

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- Four-year university degree required (no exceptions)
- Note that relocation is not provided for this position – we’re looking for candidates who reside in the San Francisco / Silicon Valley area.

Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9am-5pm and must work 40 hours each week to maintain full-time status.

Occasional evening and weekend work may be required as job duties demand.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be physically able to travel.

To Apply

- Send resume and a note explaining why you are right for this job to Ben Tyson (tysonasst@studionow.com).