

EXECUTIVE PRODUCER - StudioNow

Start Date: April 2019
Location: Onsite at Client's headquarters in Detroit, MI
Reports to: VP, Production Operations
Job Type: Full Time
Classification: Exempt

JOB DESCRIPTION

StudioNow is looking for an Executive Producer with a strong mix of agency, strategic, creative, and production experience to work closely with Sr. Management of the client's internal Marketing Ops. This 80-strong Marketing + Creative Services group produces multi-platform content for various brands + client teams in the FOC.

As StudioNow's onsite EP, you must be a collaborative, influential partner who offers subject matter expertise, mentorship and solutions-based ideas. You must have a strong creative eye, refined logistical and analytical skills, pay close attention to detail, and demonstrate team leadership muscle. You will become an authority on the client's marketing goals, Project Management workflow and Budget parameters in order to identify projects that StudioNow can produce alongside internal production partners or take full lead on. Projects include but are not limited to live-action shoots, talking head interviews, photography shoots, 2d and 3D graphic design, blog and website writing, and partial or full post.

Primary goals of the job are to ensure 1) the best possible creativity and quality of the Client's media work 2) the timely completion of projects 3) effective management of production and use of the StudioNow Platform 4) absolute client satisfaction.

Responsibilities include, but are not limited to:

- Promote the capabilities of the StudioNow Platform to internal stakeholders and develop strong internal client relationships.
- Ability to navigate and thrive on-site at the Client's corporate headquarters. Seek decision makers, evangelize the StudioNow solution, influence Clients to make mutually beneficial project decisions. You will be the face of StudioNow to the Marketing, Creative + Brand Clients.
- Lead and manage a high-volume of content production requests from internal clients. Conduct "Intake Meetings" to refine their Creative Brief, write the RFP, and manage the bid process on the StudioNow Platform. Once project is greenlit, you serve as Supervising liaison between client and awarded Vendor.
- Possess a strong understanding of production scoping and budgeting across social, digital, and traditional channels and advise internal clients and stakeholders on planning and executing production efficiently.
- Serve as a brand ambassador and maintain a deep understanding of client brand standards and ensure that those are upheld for all content created.

- Communicate frequently with both internal clients and project vendors during production to manage expectations and ensure that the creative vision is realized and budgets are on track
- Work with StudioNow's remote production support team to engage production resources/teams
- Develop and leverage relationships with video, photography, and content production resources in the Detroit area and other cities
- Follow standard review and quality assurance process for all videos
- Resolve customer service/production issues
- Effectively communicate relevant business updates with the remote production support team through weekly statuses, reporting, and onsite meetings

Professional Skills & Experience:

- Proven ability to deliver in a deadline-driven production environment
- Top-notch project management skills
- Strong creative eye for video, photo, and content production
- Track record of success when leading production resources and teams
- Video production and/or post-production experience
- Strong Client-focused mentality
- Ability to work day to day with guidance and supervision from Client + StudioNow
- Thrive in an ambiguous environment
- Ability to resolve conflict in a productive and professional manner

Required Education and Experience:

- 8+ years of experience in video production and/or post-production, with a demonstrated ability to thrive in a customer facing environment daily
- Sales experience is helpful but not required as the role is Client facing

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.