

## **StudioNow Event Producer**

**Start Date: October 22, 2018**

**Location: Onsite at Client's headquarters in Palo Alto, CA**

**Reports to: StudioNow Team Lead in Palo Alto, CA**

**Job Type: Full Time**

**Classification: Exempt**

### **Job Description:**

StudioNow is looking for an Events Producer to lead events production for our Client headquartered in Palo Alto, CA. 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 experience managing teams, and leading event productions on both the client and agency side.

Candidate will 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.

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 and 4) absolute client satisfaction.

### **Responsibilities include, but may not be limited to:**

- Develop and leverage relationships with event production companies in the SF Bay area and other cities.
- Manage, process, and respond to a high volume of incoming customer requests for event production.
- Develop strong internal client relationships.
- Ensure deliverables are thoroughly planned and executed properly.
- Understand and predict event production so as to properly align concepts, ideas, and programs with expected or required budget parameters.
- 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.
- Manage risk in live event environments including testing, back-up plans, and minimizing opportunity for mistakes in the run of show.
- Work with producers to select and engage network resource(s)/production teams
  - Manage event production teams
  - Manage the production budget
  - Lead, produce and direct on location/set
- 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.
- Leverage and drive client usage of the StudioNow production platform.
- Continually seek creative and innovative ways to produce innovative events while maximizing available budget(s)

- Resolve elevated/prolonged customer service/production issues.

### **Professional Skills & Experience:**

- Excellent writing & communication skills
- Significant event production experience, for both live and streamed events.
- Proven ability to deliver in a deadline-driven public relations & communications environment
- 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
- 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.
- High degree of comfort with being on the phone
- High degree of proficiency on a PC computer

### **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, hear, stand and sit for long periods of time. 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.

### **Required Education and Experience:**

- Links to work / content creative (reel, case studios, etc.) or proof of a strong creative track record.
- A minimum of 5 years of experience working in events and video production and/or post-production
- Four-year university degree required
- Note that no relocation can be provided for this position – we’re looking for candidates who reside in the San Francisco / Silicon Valley area.

### **To Apply**

- Send resume and a note explaining why you are right for this job to [eventproducerjob@studionow.com](mailto:eventproducerjob@studionow.com)