

StudioNow Production Team Lead

Start Date: October 16, 2018

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

Job Type: Full Time

Classification: Exempt

Job Description:

StudioNow is looking for a Production Team Lead to lead a video and event production team for our Client headquartered in Palo Alto, CA. The ideal candidate will have experience managing teams, and leading event and video 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:

- Serve as a mentor, manager and leader for an exceptional team of video and event production staffers (Producers, Production Manager and Associate Producers) with the goal of developing them professionally to be the best that they can be.
- Oversee a slate of projects, ensuring deadlines are met and clients are satisfied on all event and video productions.
- Ensure webcast projects are appropriately funneled to the appropriate resource(s).
- Actively lead and manage the production of event and video projects and ensure their timely delivery including:
 - Supervising concepting, scripting, idea development
 - Define scope
 - Pre-production
- Develop and leverage relationships with event and video production companies in the SF Bay area and other cities.
- Work with producers to select and engage network resource(s)/production teams.
 - Manage the production team (which may include client team members)
 - Lead, produce, and direct on location/set/ studio
 - Quality Assurance
 - Oversee post-production and final delivery
- Manage, process, and respond to a high volume of incoming customer requests for video and event production.
- Develop strong internal client relationships through strong project execution and repeat customer project successes.

- 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.
- Project-based executive engagement, speaker support, ensuring content is developed properly and is of an acceptable quality to be presented in our events and video.
- Actively interact with the client to ensure that the client’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 Client usage of the StudioNow production platform for video and photography work.
- Ability and willingness to find creative solutions to execute lower budget event productions, town halls. Ability to produce high budget event and video projects as well.
- When appropriate, work closely with brand / client teams to develop projects and execute creative concepts with clients
- Resolve elevated/prolonged client service/production issues on a project level.

Professional Skills & Experience:

- Ability to lead a small strategic team of content creators
- Proven ability to deliver in a deadline-driven public relations & marketing communications environment
- Excellent client relationship & 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
- Event production, Film & video production experience required
- 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 PC

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 teamleadjob@studionow.com