



Junior Producer/Project Manager

REPORTS TO

Creative Director

OVERVIEW

The ICHI Junior Producer/Project Manager is responsible for producing creative campaigns spanning Digital, Social, TV, Trailers, Print, Branding, and Experiential.

The ideal candidate exudes "can do" attitude and coolness under pressure, with the ability to (smoothly) run and deliver projects on-time, and on budget.

Your role will be to organise the creative studio and manage client accounts. You will ensure projects are delivered to clients in an efficient and timely manner. You will be expected to maintain the professionalism and quality of the ICHI brand both internally and externally at all times.

With the ICHI company model being highly collaborative and teamwork-driven, you will likely experience a range of responsibilities within the agency, and will be expected to assist with various projects and work where required. This will help with development and give the opportunity to gain a wide range of skills while working at ICHI.

MAIN RESPONSIBILITIES

- Assist with the schedule for the studio, managing their diaries and making sure that everyone knows what they are doing and when. This will also involve booking freelancers and/or crew.
- Liaising with third parties over permissions and creative instruction.
- Making sure the server is organised and master files are backed up and correctly labelled.
- Work with the accounts team to make sure suppliers are paid correctly and in a timely fashion. You will also be responsible for making sure invoices are submitted to clients on time.
- Keep track of project budgets and make sure that there is no overspend.
- Communicate effectively with senior team members in order to receive and pass on feedback, allowing for efficient and effective project development.



- Attend client meetings and brief and take useful, concise notes that can be relayed to other members of staff.
- Communicate effectively and politely with internal members of staff and clients.
- Manage ICHI website and social channels by working closely with the studio and uploading regular posts (training provided).
- Develop a keen eye for detail throughout all areas of work and when providing quality assurance for client-facing assets.
- Manage projects with tight deadlines by communicating with the correct members of staff and seeking advice from senior creatives on best practice.
- Report back at regular intervals on progress of projects to the Senior Producer.

REQUIREMENTS

- 1-year (minimum) experience in a producer/project manager role within a creative agency environment
- College graduate
- Exceptional written and verbal communication skills
- Outstanding organizational skills with strong attention to detail
- Resourceful, flexible, quick-thinking and proactive
- Proven ability to create and manage schedules & budgets
- Understanding of video production/post-production
- Understanding of advertising and marketing
- Natural interest in Social Media trends
- Experience in video games and entertainment is desirable

WHAT WE OFFER

- Competitive salary (with perks) based-on-experience.
- Generous holiday allowance
- Company Health Insurance
- Team social events
- Summer hours
- Training
- Friendly working environment