



# Studio/Pitch Manager

## REPORTS TO

Managing Director

## OVERVIEW

As part of the team, your role will be to work closely with the MD & Production Team organising the creative studio, liaise with freelancers on bookings/invoicing, ensuring client invoices are submitted / tracked and project managing all pitches. 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.
- Project manage all pitches, ensuring the client brief becomes a successful ICHI brief, all resources are booked and managed correctly and the required schedule and budgets are collated ready to present.
- 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 briefs 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 to the Managing Director.

#### **REQUIREMENTS**

- 2+ years of working in an agency environment in an account management/production management role
- Excellent communication skills (both spoken and written)
- Right to work in the UK
- Knowledge of Office suite/ general computer efficiency
- Working knowledge of Adobe Creative suite is a bonus but not a requirement.
- Machine room/data transfer experience/knowledge is a nice-to-have

#### **WHAT WE OFFER**

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