



JOB PROFILE

Job Title: Senior Producer
Contract: Permanent
Location: London
Responsible to: Managing Director
Responsible for: Producers & Production Assistants

LET US INTRODUCE OURSELVES

ICHI is an award-winning creative agency producing standout campaigns for some of the world's biggest, most loved entertainment brands.

We believe that great creative is always focused, feels effortless, and doesn't happen by accident. This means, regardless of project size, our approach is strategically focused and driven by a core team of specialists working from pitch to completion.

We're always on the lookout for talented, strategically-minded, sleeves-rolled-up creatives to join the squad. If this sounds like you, read on...

ROLE OVERVIEW

As Senior Producer you will work with the production team and creative department to ensure successful delivery of work across ICHI's clients for all Production jobs.

You will continually seek ways to improve the delivery of projects by implementing new processes and ways of working, ensuring a streamlined, effective approach that allows for flexibility and the delivery of the best creative product. You will manage all work being delivered on time, on budget and with the forecasted profit margin.

The Senior Producer will inspire an atmosphere of best practice sharing amongst the team, ensure high standards of professionalism and customer services are adhered to and maintain a positive culture at ICHI which encourages staff retention and loyalty.

THE NUTS AND BOLTS

- Overseeing the production team, in addition to running a portfolio of production jobs
- Optimising end-to-end project management for the team including budget creation and management, schedule creation and management, execution and delivery of the project, and final invoicing and debrief with the client
- Ensure that projects handled by the production team go smoothly and clients experience a seamless service from ICHI. Each job should be delivered on time and on budget with the projected profit calculated prior to a budget being sent to a client. All extras should be cleared with a client before commencement including a PO being issued
- Attending briefings with clients in order to extract the necessary information to relay to ICHI's creative team by way of the ICHI briefing document so they can develop a creative proposal
- Ensure that hard costs on every project do not exceed more than the defined gross budget unless cleared with the Managing Director
- Deliver reports detailing jobs, profit margins, and any issues that need to be raised
- Build a strong, proactive and efficient team, hiring staff that can deliver to an exceptional standard
- Devise and implement ways to streamline ICHI's project workflow and management. Ensure the production team utilises tech and tools including project management software, PO's for purchases, quote building and budgets, invoices, and scheduling software to manage the team's time
- Build a relationship with a roster of freelancers that ICHI can utilise for jobs, that extend on or plug gaps in our permanent team
- Coordinate communication, requests and project requirements with clients, either direct or via the account handling team
- Manage all HR functionality, process and policies for the production team
- Define and manage all business continuity policies / procedures, ensuring your team are educated and processes are embedded into the company

THE IDEAL PERSON

- 4+ years of working in an agency environment in a production role
- Experience working within youth entertainment brands or gaming brands an added advantage
- Demonstrate strong soft skills - excellent communication skills, collaborative problem solving attitude, and a track record of building good team and client relationships.
- Flexible, adaptable to change and moves at speed with clients
- Comfortable interacting with senior level clients and team members
- Right to work in the UK
- Knowledge of Office suite/ general computer efficiency

WHAT DO YOU GET

- Competitive salary based-on-experience
- Commission based incentive scheme
- Company pension scheme
- BUPA Healthcare
- Income Protection Cover
- Life Assurance
- Employee Assistance Programme (EAP)
- Team social events
- Summer hours
- Training
- Friendly working environment
- And much, much more.

SUBMISSION

- 1st Round: email submission to jobs@ichi-worldwide.com with the subject field 'Senior Producer'

Incl. CV + Cover Letter - bit more about yourself, why you would like to work at ICHI and success stories on how you have secured client account growth

- 2nd Round: video interview with Managing Director and a member of the production team
- 3rd Round: face-to-face interview with Head of Studio and Executive Creative Director with a task