

HARRIMANSTEEL JOB DESCRIPTION

Integrated Producer

LINE MANAGEMENT

Business Director and ECDs

ABOUT US

HarrimanSteel is an independent creative agency. We believe in Creativity with Purpose. In using creative thinking to affect change and deliver impact. Pivotal to our business is developing strategic creative solutions that move the dial, and then crafting the output with meticulous precision, passion and care. We challenge our staff to think laterally, to exceed expectations and to always deliver best in class. Our clients include Nike, Jordan, Patagonia, TOMS, Intersport, Uber and more...

ROLE OVERVIEW

We are seeking a new integrated producer to join the HS team. You will be a self-starter, that brings an energy and enthusiasm to your work, and you're the type to rise to the challenge, when presented with the problem or issue in production.

The role is diverse and ever changing within our business. Due to the breadth of the work we do in-house, every project is different and therefore you'll be creatively minded and experienced producing across different mediums such as print and 3D environments, stills and film content creation, and ideally has experience working across digital media platforms.

The primary responsibility of the role within the team will be managing and delivering a seamless, profitable realisation phase of our work, partnering with the relevant account lead and creative team on the final development of the designs and leading suppliers to deliver best in class results.

You'll be a stickler for detail, be adept in multi-tasking and consider yourself the type that likes to work at a good pace. You'll be passionate about the brands we work with, never taking your eye off end goal: the best brand experience for the end consumer.

RESPONSIBILITIES

- Creating strong working partnerships with both the accounts and creative teams
- Collaborating with the team on the finalisation stages of design, to ensure these are feasible within budget and timeframe
- Problem solving/workshopping creative solutions with the creatives and production partners to find achievable solutions that are the highest quality
- Researching and finding new suppliers, for cross quoting
- Researching and stay abreast of new production processes
- Building production budgets as per the HS process and standard, with profit targets

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- Building detailed realisation schedules with the account lead and ops manager for resource management and delivery
- Version control, copywriting clearance and digital asset management
- Contract management including NDA's, SOW's
- Financial management including reporting into our project software, managing expenses and purchases, raising PO's and managing suppliers budgets

AGENCY CULTURE

- Champion the Agency in external meetings, providing absolute clarity on the value we offer
- Keep abreast of the latest trends to inform your work
- Network with peers inside and outside of HS to bring relevant insights or skills to projects
- Share your passions within HS and bring them into your daily work where relevant

REPORTING & TEAM STRUCTURE

- You will report to the company Directors as required
- Project teams will vary, however your key counter-parts will be the account and creative lead

ROLE REQUIREMENTS

- Relevant experience within an agency or creative studio, min. of 3 years required
- Confidence across the breadth of work we produce, including print and 3D environments, stills and film content creation, and digital media
- Available to work full time (37.5hrs/wk) with overtime as required
- Excellent written and verbal skills in English, Dutch a huge plus
- Strong interpersonal skills, self-starter, can-do mentality
- Maturity and meticulous attention to detail
- Excellent time management skills, to facilitate involvement in multiple projects
- Professional personality and understanding of a busy working studio environment
- Proficiency in Apple Pages and Numbers, and Google Drive; familiarity with mobile technology and devices a plus

TO APPLY

To apply, please email jobs@harrimansteel.com with the subject line INTEGRATED PRODUCER APPLICATION and please supply the following:

- Email with brief outline why you are applying
- CV PDF with outline on relevant experience and references

Due to the number of applications, only applicants who will be invited to interview will receive further communication.

TERMS

Salary DOE, to start with a 7 month contract