

## HARRIMANSTEEL JOB DESCRIPTION

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# Integrated Producer

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### ABOUT US

HarrimanSteel is an independent creative agency that focuses on delivering positive change and impact through creative thinking. We are a purpose driven organisation whose mission is to challenge the status quo by partnering with like-minded brands. Pivotal to our business is developing strategic, creative solutions that move the dial; and then crafting output with meticulous precision, passion, and care. Our clients include Nike, Jordan, Patagonia, Toms, Intersport, Uber, & 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 have 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 the end goal: the best brand experience for the end consumer.

### LINE MANAGEMENT

Client Services Manager

### 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 staying abreast of new production processes.
- Building production budgets as per the HS process and standard, with profit targets.
- Building detailed realisation schedules with the account lead and ops manager for resource management and delivery.

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- 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.

## ROLE REQUIREMENTS

- Minimum 3 years relevant experience within an agency or creative studio.
- 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 occasional overtime as required.
- Excellent written and verbal skills in English, Dutch a bonus.
- 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.

## OFFER

- Competitive salary.
- Relocation assistance where necessary.
- 28 days holiday per year, exclusive of bank holidays.
- Mental health days.
- Subsidised ClassPass membership.
- A kitchen full of healthy snacks.
- A double-story office on the iconic Herengracht.
- 6-month performance reviews and personal development plans.
- Regular out-of-office team building and social activities.
- Monthly team lunches.
- Friday borrel.

## TERMS

Initial 7-month contract. Salary DOE

## TO APPLY

Please email [jobs@harrimansteel.com](mailto:jobs@harrimansteel.com) with the subject PRODUCER APPLICATION and supply the following:

- Email or covering letter with a brief outline why you are applying.
- CV with relevant experience and references.

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### **APPLICATION PROCESS**

Your application will be reviewed by our operations manager or applicable line manager.

If your application is shortlisted, we will invite you for an initial interview. If successful, we will arrange up to 3 additional interviews. If unsuccessful after the interview process, we will inform you by email and provide feedback upon request.

Due to the high volume of applicants, if you have not heard from us within 4 weeks, your application unfortunately did not make it to the shortlist. We understand this can be disappointing, however our website is regularly updated with new jobs so do keep an eye out. We welcome you to apply to other positions that may interest you.

### **TOGETHER WE CREATE A MORE INCLUSIVE FUTURE**

We are an equal opportunity employer and are committed to promoting diversity and inclusion among our workforce through stringent policy. It's not about where you come from, what your religion is, or what beliefs you bring with you. It's about sharing the same values as us, and being in-line with our vision, mission, and purpose. Disclosure of any disabilities will not affect our hiring decisions. If you need any assistance with your application, please do not hesitate to reach out to us.