

IMPRINT PROJECTS

Is looking for a Creative Producer

Full-time / Freelance, San Francisco or Los Angeles

Our company develops innovative brand platforms for marketing and communications. We work as artists, designers and curators in partnership with non-profits, businesses and communities.

We are seeking a Creative Producer who has 5+ years experience planning and activating large-scale projects within an advertising or marketing context. Past experience managing relationships with clients, vendors, non-profits and various partners is required.

We want you to love what you're doing, so a passion for technology, music, film, design, art, fashion, or social activism is a must.

RESPONSIBILITIES

- ▶ Work with Account and Creative leads to concept, develop and present project proposals for clients
- ▶ Concept, propose and coordinate the production of original activations (event, exhibition, digital programs, creative collaborations)
- ▶ Ensure all deliverables meet client expectations, are delivered on time and within budget
- ▶ Build internal and client-facing budget estimates
- ▶ Create and maintain timelines, scope and budgets throughout a project's life cycle
- ▶ Negotiate rates with vendors, oversee set up and track deliverables
- ▶ Prepare all paperwork and agreements related to production including vendor contracts, deal memos, talent agreements, music licenses, permits and releases
- ▶ Develop and implement production plans including Run of Show documents, location information and schedules
- ▶ Manage on-site production and travel (may include weekend/evening travel)
- ▶ Secure all necessary permits for production while complying with all federal, state and municipal legal requirements
- ▶ Track vendor payments, prepare wrap reports and actualize budgets
- ▶ Use and manage Company project management software, collaboration tools, calendars, file-sharing, time tracking, and company expense tracking

QUALIFICATIONS

- ▶ 5+ years experience in large scale event activations and live performances required
- ▶ Established vendor relationships and contacts
- ▶ Experience managing and working with teams of various sizes
- ▶ Excellent time management skills, with a demonstrated ability to organize, set and implement priorities while balancing multiple tasks and deadlines
- ▶ Excellent written, verbal and interpersonal communication skills
- ▶ Proficiency in Microsoft Word, Excel, Google Apps; experience with Adobe Creative Suite is a plus

HOW TO APPLY

- ▶ Salary is commensurate with experience
- ▶ CV, cover letter including salary requirements and work samples should be submitted to work@imprintprojects.com
- ▶ Subject Line: Creative Producer – SF