

IMPRINT PROJECTS

Is looking for a Digital Producer

Full-time, San Francisco

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 an Digital Producer to oversee important client relationships in San Francisco. Candidate must have proven record of success in a fast-paced advertising / brand marketing environment, and understand the uniquely creative nature of the work we are known for. This Digital Producer will be critical to driving growth and innovation.

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

- ▶ Collaborate with Sr. Strategist and Account Director to develop and meet client needs and achieve campaign objectives
- ▶ Develop detailed project plans for project delivery, communicate and track project milestones and monitor progress for all client deliverables
- ▶ Act as point-person and in-house “expert” for certain content publishing systems
- ▶ Work with outside vendors to ensure that production and deliverable specs are correct
- ▶ Keep on top of trends in digital content development, specifically social media
- ▶ Work with Account Manager to develop SOWs, budgets and timelines
- ▶ Manage sensitive relationships and build ongoing partnerships between clients and collaborators
- ▶ Steward the philosophical integrity of the Imprint Projects brand, enforcing consistency and excellence across all managed projects

QUALIFICATIONS

- ▶ 3+ years of experience as a digital producer, project management or producer
- ▶ Familiarity with best practices in digital content development, digital technology, and production platforms
- ▶ Proven success as a project manager and a team-builder among partners, clients and staff
- ▶ Ability to edit, crop, color-correct graphic images in Photoshop
- ▶ Strong working knowledge of social networking tools, e.g. Twitter, Facebook, YouTube, etc.
- ▶ Experience leading multi-phased projects
- ▶ Experience dealing in quick turnaround projects
- ▶ Diplomatic communicator with excellent interpersonal skills and social fluency
- ▶ Proficient in Microsoft Word, Excel, Google Apps, Smart Sheets and Adobe CS
- ▶ Knowledge of SEO best practices a plus

HOW TO APPLY

- ▶ CV, cover letter including salary requirements, and work samples should be submitted to work@imprintprojects.com
- ▶ Subject Line: Digital Producer – SF