

Job description: Interactive Producer

Role

- Deliver projects to client satisfaction, on time and on budget
- Manage revenue by estimating, tracking and invoicing production work
- Work with production team to develop effective, commercial practices and high quality outcomes from production.

Tasks and outcomes

- Manage communications with client throughout process
- Take job brief, document strategic and creative discussions, report to client and production team
- Prepare estimates in conjunction with production team, discuss with client, amend as required to get approval
- Take reporting from timesheets and manage hours against estimate to track job costs, manage resource allocation and monthly billing of production time.

Skills and experience required

- Accurate and constructive communication skills, including appropriate use of email, telephone and meeting time to achieve positive outcomes
- Initiative and independence in addressing production issues and ensuring good outcomes for the client
- Attention to detail and thoroughness in communicating requirements, documenting discussions and outcomes, proofing work and reports
- Problem solving ability within a team environment, working with others to best use their ability and expertise in solving problems
- The drive to complete projects and achieve sign-off from clients
- An understanding of the underlying business requirements to manage production profitably

Key performance indicators

- Completed projects meet client goals and meet or exceed client expectations
- Invoicing carried out in an accurate and timely manner to maintain profitable portfolio of clients
- Production team understand deliverables and deadlines to maintain work flow

This is a leadership position within the studio. This role is responsible for success in delivering project development and requires the ability to work with clients and within the team to set goals, consider options and make good decisions.

Success in this role will require commitment in following through to completion the project work, and the ability to produce effective work in a commercial environment, where time and budget are limited resources.