

DPEM

SENIOR PRODUCER/HEAD OF PRODUCTION

The Senior Producer/Head of Production leads the production team in ensuring the smooth and profitable execution of every program. This leadership role has big picture visibility of the executional, technical, and operational requirements of the production team, while maintaining a balance with their own programs. S/he will focus on effective execution by the internal production team and contractors, ensuring resources are allocated appropriately and supporting a positive client and attendee experience. This role is designed with growth in mind. The ideal candidate is looking to excel as a Senior Producer, while expanding responsibilities, production knowledge and leadership skills.

LEADERSHIP

- Identify areas of growth and improvement beyond current organizational thinking and operational processes and lead appropriate agency approach
- Provide production support for presentations and proposals (i.e. new business pitches, account updates, recaps, etc.) for potential and current clients, including budgets, timelines, etc.
- Provide oversight and guidance related to Guiding Principles, policies and procedures, implement best practices and efficiency programs

PRODUCTION DEPARTMENT

- Act as lead producer on at least two (2) large-scale projects per year
- Management of all production-related staff and contractors: oversee all production projects, set expectations related to level of execution, act as a knowledgeable resource, support personal and professional development
 - Oversee production elements at all stages, including, but not limited to, production budget, staffing and resources, project timeline and deliverables, venue and vendor management, contract negotiation and the overall quality of execution.
- Resource allocation of production staff and contractors: Track hours against budgets to ensure program profitability
- Oversight of production/project budgets, rectifying all projects at close and at the end of the year (comparing P&L to each budget)
- Provide constructive critical eye for creative details and executional issues
- Support in the recruitment, onboarding and ongoing training and education of production team

SKILLS AND EXPERIENCE

- Bachelor's degree in Business, Marketing or Communications (preferred)

- 6+ years of experience in producing/managing/leading marketing programs and events in an agency environment
- Entrepreneurial mindset with demonstrated experience leading small and large teams in successful event production
- Solid understanding of the operational processes and running of an agency department
- Solid understanding of event budgeting and accounting practices, must have managed budgets of +\$1M in the past
- Proven relationships and experience working with technical partners, fabricators and vendors
- Strong organizational and planning skills
- Strong working knowledge of and experience with contract processes, location permitting and insurance processes
- Exceptional team leader with the ability to operate at a senior and strategic level with key clients and help resolve issues smoothly and effectively
- Clear communicator who is able to give strong and consistent direction to a team
- Commitment/deadline driven and proven ability to manage multiple opportunities at a high level effectively