

Creative Producer



About DPEM

DPEM is an experiential event agency offering strategy, creative concepting, and event management. We approach each project with curiosity and adventure, underpinned by a solid foundation of experience and intellectual rigor. Each one is a meaningful journey to reach audiences and build long-lasting connections through inspired live experiences. We work as an extension of our client's team; our focus is on partnerships, not transactions.

Creative Producer

This is a part-time, freelance position.

DPEM is seeking a highly skilled and self-directed Creative Producer to fulfill and manage the creative development on event programs. This role will bring the creative vision to life in our client's events from concept to ensuring all final deliverables are executed. They will execute the project creative scope, develop timelines and milestones, work with vendors, facilitate creative reviews and communication, oversee install all creative elements on-site, and ensure project delivery requirements are met. In addition to working with DPEM's in-house team, this role will also interface with clients.

The Creative Producer must have a strong creative eye and ability to "wear" different brands and the ability to prioritize feedback from multiple stakeholders and resolve roadblocks for the team, fulfilling the Client's goals and making sure DPEM is represented in a positive light at all times.

Responsibilities

CONCEPT IDEATION

Event Concept Ideation

- Work with DPEM event producer and clients to develop:
 - Event format
 - Activations
 - Virtual experience
- Create deck to deliver information to planning team for review/approval

Event Identity

- Work with DPEM event producer and clients to develop event look and feel:
 - Mood board
 - Overall creative design
 - Identity - Fonts/colors/event logo/imagery

EVENT DESIGN

Take the event concept and creative identity and translate it into a comprehensive event design. Manage the vendors/freelancers that are producing the creative elements. Provide creative oversight and development of:

- Experience design decks

- In-person event design
 - Environmental design
 - Activations
 - Branding, signage, collateral
 - Decor and installations (stage sets)
 - Layouts - work with production
 - Furniture/rentals
 - Linens/florals
 - Swag/gifts
 - Lighting/AV
- Virtual event design
 - Platform/website design
 - Content production (motion graphics, video production)
 - Studio and remote filming
 - Presentation Decks
 - UX
 - Integration of audience engagement tools
 - Networking, exhibits, and sponsor integration
 - Polls, surveys, and audience reporting
- Creative asset management
 - Creative asset grid - build and manage
 - Review drafts with a design & brand lens
 - Review proofs
 - Fabricated decor - direct and guide execution
 - Digital assets/print collateral - direct and guide execution
 - Activations - direct and guide execution
- On-site installation at events

Skills, Experience, and Qualifications

- 3+ years of creative production experience at event agency, production company, or in experiential events as a contractor/freelance capacity.
- Deep understanding of environmental and graphic design, video/motion graphics, and creative workflows and deliverables.
- Experience managing of production and post-production processes and the ability to monitor progress for timely execution.
- Strong organizational and time management skills with the ability to set priorities, multi-task, and meet deadlines.
- Strong communication skills, both written and verbal
- A high attention to detail.

Applications

Email cover letter and resume to: HR@dpem.com