
Role: Production Lead

Location: Shoreditch High Street, E1 - hybrid working from home and the office

Start date: Immediately

The skills we're looking for: Client & project management, integrated campaign delivery, production

Reporting into: Client Team Director

Salary: Between £40,000 - £45,000

Apply: Send CV and cover letter to recruitment@givenagency.com. Tell us why Given, why this role and why you. Please put the job role in the subject line.

Application deadline: 1st October 2021

The role

We're looking for an ambitious, integrated Production Lead to join our growing agency at an exciting time. Someone with experience working in an agency delivering integrated campaigns in a client-facing production or project management role. You'll manage creative delivery of a variety of outputs, including conceptual creative, film / motion, digital, print (including reports) and social media, working closely with our Creatives and Designers and internal stakeholders.

No two days are the same, and you could be working on anything from an integrated consumer campaign to a video series; from a printed report to an internal brand activation.

You'll report into the Client Team Director who will support you with career development and opportunities. You will often work alongside other members of the Client Team on more complex projects, as well as with lead Strategists, but will be expected to lead production on your projects. As the sole fully-production focused member of the Client Team, this is also an amazing opportunity to set up best practices in our expanding team.

Day to day

Leading Creative Production

- Managing conceptual creative development, ensuring teams are well briefed and supported in developing strong concepts that meet those briefs
- Taking the lead in agency production for a wide diet of creative work
 - Film, photography and animation: sourcing teams / production companies, arranging shoots, voiceovers, animators, pre-production, production and post-production, negotiating usage
 - Digital: running digital processes, including authoring specifications, UX, copy, design, build and testing, working with third party build partners
 - Print: running print production processes, including pagination, longform copywriting, design and artwork
 - Social media and other assets: developing content matrices, overseeing design, copy and delivery
 - Other activations which might include virtual events, magazines, internal launches, influencer engagement packs

Project Management – internally & externally

- Designing complex, multi-stream programmes of work with multiple deliverables, and finding simple ways to communicate these to clients
- Scope projects effectively, guiding clients through the scoping process and accurately defining scopes of work, project requirements and success metrics.
- Running client projects, ensuring that work is delivered to brief, on time and within budget. This includes:

- o Writing scope of work documents, budget breakdowns, status & timing plans
- o Managing project finances
- o Working with internal teams to sequence and prioritise delivery
- o Negotiate scopes and budgets.
- Managing project resource - coordinating workstreams:
 - o Ensuring the right people are involved at the right time, incl. resource booking
 - o Working with internal teams to sequence and prioritise delivery
- Leading internal teams on projects
- Sourcing and managing third parties and freelancers, working with our Resource Manager
- Writing briefs and reviewing work against them
- Building strong, healthy relationships with clients and building an understanding of their business
- Being the first point of contact for your clients' projects, communicating confidently and holistically

Enhancing our ways of working

- Working closely with the Creative Director and Client Team Director to enhance production processes that result in the highest quality output and positive project experience
- Developing process documentation and tools to enhance our ways of working

New business and business development

- Help grow revenue for your assigned projects by identifying and converting new briefs
- Supporting on pitches and proposals when needed

About you

You'll either already be at, or looking to step up to, a Senior-level role, with experience of managing complex, multi-deliverable projects across all the channels mentioned. You will have experience building client relationships and enjoy owning your own projects. We're looking for someone who would describe themselves as confident, solutions focused, organised, pragmatic and hands on. Our project mix is varied - so you'd ideally be at ease across a variety of outputs and be happy to take on new challenges.

You will be comfortable with project documentation, managing commercials, delivering timelines and great communication with your clients. You'll also be confident about galvanising a team, bringing positive energy to bring internal teams together and make projects run smoothly.

About us

We're Given – the agency for purpose-driven brands. Founded in 2009 to help brands and business become a force for good, we've shaped sustainability strategies, dreamt up integrated creative campaigns and built impactful brands – all with a laser focus on creating positive change in the world. Our work has helped national and international brands like IKEA, John Lewis & Partners, Kimberly Clark, VMO2, Calvin Klein, Tommy Hilfiger, and many others, define and execute on their brand purpose. We fundamentally believe it takes both insightful strategy and imaginative creativity to change things for good, so we have both under the same East London roof.

Recruitment process

Our first step will be a 30 minute phone call to understand a bit more about you and why you've applied. Next, we'll invite candidates to a first round interview to get into more detail about you and the role, as well as taking a look at your experience together. The final stage will involve answering a short brief that

will take no longer than a day of your time to prep. We'll ask you to come into our office (if you're comfortable doing that) to present your thinking.

For our people

- Hybrid working, with only one fixed team day in the office a week
- We offer 26 days paid holiday per calendar year pro rata, plus public holidays. We also close the office between Christmas and New Year, which is in addition to your paid holiday allowance
- Company bonus scheme
- Pension Scheme with Aviva
- Health plan with SimplyHealth
- £100 working from home allowance to help your home office set up
- A tenure bonus reward after 3 and 6 years of employment
- Work from anywhere for 1 month of the year, after your first year of employment
- Access to our Given Campus for training and development needs
- Interest free season ticket loan and Bike to Work scheme
- Option and role dependent mobile phone for business and personal use (UK domestic calls only)

Given strives to be an equal opportunities employer and everyone's commitment to this process will be expected.