



Example of Creative Production Job Description

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Our innovative and growing company is looking for a creative production. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for creative production

- Adhere to demands of the production schedule
 - Position will consist of all aspects of production
 - Interface regularly with marketing heads other creative/business leaders across the network (PR, Development, BD, International) to establish business & promotional priorities
 - Develop & manage a transparent financial model that ensures budget accuracy clear, user-friendly, & regular reporting
 - Oversee & grow a team of project managers and directors to accomplish goals and build future leaders
 - In concert with VP, Brand Design, develop & communicate logistical plans to support promo schedule including the assignment of key creative & operational personnel
 - Implement consistent processes & best-practices across a variety of creative disciplines including broadcast promotions, digital marketing, marketing oriented web content, print, collateral, presentation tapes/materials, ad sales materials & events
 - Oversee on-set production personnel to ensure best-in-class productions smart efficiencies & economies of scale
 - Act as a core brand guardian, understanding & protecting the style & substance of the Oxygen Brand
 - Coordinate annual review of bank-wide print and eDelivery materials
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- Experience with Marketing and Creative Agency interaction and workflows
- Experience managing design/agency oriented resources with a disciplined approach to project management
- Must be enrolled in an accredited design program
- Strong visual design skills and excellent typography
- Keen understanding of current digital/streaming platforms
- Strong knowledge in Dreamweaver, Flash and MS Office