



Example of Creative Production Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of creative production. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for creative production

- Download, import, and export files for a project
- Create technical drawings and draftings for the production of window displays
- On a weekly basis, update and manage the visual calendar
- Manage checkbooks for all production elements and ensure that all installations stay on budget
- Research, identify and utilize multiple vendors and resources for production elements
- Supervise and motivate a team and freelancers to complete displays to tight deadlines
- Track and deliver all necessary materials for projects, including tapes, files and graphic elements
- Track & process monthly T & E and PCARD expense reports, cash expense reports timely & accurately, with mandatory attention to detail and follow up on billing & collection of executive's receipts
- Coordinate all travel arrangements with internal Travel department
- Assist in submitting & coding of vendor invoices

Qualifications for creative production

- Experience working on live (or live to tape) studio productions, reality
- Extensive knowledge of the US market, familiarity with and passion for pop

- Must bring some background taking pitches and sifting through various show ideas
- Experience creating and optimizing graphics for the web
- Creative Suite
- Smart, critical thinker with initiative and problem-solving ability