



Example of Creative Production Job Description

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Our company is looking to fill the role of creative production. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for creative production

- Establishes and maintains Creative Ride/Show programming and production design standards
- Responsible for maintaining 3D files of ride systems and coordinating with engineer drawings for data precision accuracy
- Studio Work Flow and Management
- Working alongside Production Team to ensure the Creative team meets deadlines
- Carry out team administrative duties, collecting post, arranging couriers, organization and upkeep of Creative magazine library, booking meeting rooms as required for the Production Team
- Point of contact for the team credit card and expense claim
- Responsible for managing, updating, and facilitating the flow of all Creative Services requests/assets through TrackVia
- Manage and Maintain the Digital Asset Management (DAM) system and the Scene 7 Media Portal / Publishing site
- Familiar with Mac/Adobe CS software to edit small copy changes, replacing imagery, editing text, when needed
- Manage cost for approvals (Retouching, estimates for projects)

Qualifications for creative production

- Confident, professional and calm – works well under pressure
- Organised, proactive, solution orientated and energetic multi-tasker able to use initiative, prioritise workload and deliver creative production solutions

- Works well under remote management whilst travelling
- Able and willing to travel locally, within Europe and internationally at short notice and on consecutive trips up to 50% annually
- 3 to 5 years industry or related experience, or equivalent combination of education and/or experience, market or agency experience is an advantage