



Senior Producer

LET US INTRODUCE OURSELVES

ICHI is an award-winning creative agency producing standout campaigns for some of the world's biggest, most loved entertainment brands.

We believe that great creative is always focused, feels effortless, and doesn't happen by accident. This means, regardless of project size, our approach is strategically focused and driven by a core team of specialists working from pitch to completion.

We're always on the lookout for talented, strategically-minded, sleeves-rolled-up people to join the squad. **If this sounds like you, read on...**

YOUR ROLE AT ICHI

The role of Senior Producer is key to the smooth running of the Production Department, working alongside the Head of Production to lead and grow the business. This will be through a mix of high-quality creative execution, razor-sharp financial tracking of projects, and leading a team within the department to success.

As part of the ICHI team, you will be producing and delivering creative campaigns that meet our clients' expectations at every level, as well as delivering on time and on budget. Within this role, there will be a strong emphasis on planning and scheduling the workflow of multiple assets through the studio, ensuring that all creatives and editors are clear on what they should be working on and achieving each day, and that the assets are delivered on-time and on-budget to our clients.

The role of Senior Producer is key in the line management of other members of the production team, sharing the responsibility for the smooth running and financial health of all projects throughout the business.

The Senior Producer understands and supports clients with the strategic vision and works alongside other senior members within the business to ensure that standards are met on the execution of all creative briefs within the agency.

Though working firmly within the Production Department, this senior role will maintain a close relationship with Client Services, helping to deliver on briefs in ways that are meticulously planned around the commercial considerations of our clients, as well as ICHI itself.

With the ICHI company model being highly collaborative and teamwork-driven, you will experience a range of responsibilities including assisting with improving ICHI's own Marketing and PR and supporting New Business with pitch management as well.

THE NUTS AND BOLTS

Topline -

- Drive commercial growth of all repeat business thereby supporting company revenue targets
- Line managing a team within the Production Department and working alongside them to ensure that the financial and logistical needs of assigned projects are met.
- Develop a keen eye for detail throughout all areas of work and when providing quality assurance for client-facing assets, and providing guidance to more junior members of the team on best practice in this regard
- Work alongside the Head of Production in liaising with the Creative & Client Services departments within ICHI, assisting in aligning the Production Department with the wider needs of the business

Workload/Team Management

- Actively participate (and sometimes lead) the daily production meetings, reporting on project(s) status and workload
- Manage ICHI's projects and pitches in the scheduling system to help identify busy periods and pencilling the correct resource where required, always advising the wider team on where resource can be utilised more economically
- Source, interview and book freelance staff as required to work on projects within the creative, edit, vfx, shoot, or production teams, based on assigned budget. Also build relationships with these people so that they can be called on in busy periods.
- Ensure job folders are set-up correctly, and that all work/assets are being saved in the correct places to ensure a smooth flow of information and work throughout any project. Monitoring the correct inputs of the wider team in this regard.
- Line manage other members of the Production Department, including delegating appropriate project based tasks and checking in/overseeing them on a daily basis.

- Foster a productive and empowering working environment between departments, helping to keep all three departments working in harmony.

Project Management/Production

- Attend (and sometimes lead) client briefing meetings to collate notes and ensure the team are fully briefed on the requirements.
- Effectively produce from start to delivery some of ICHI's largest and most complex projects, including budget and schedule creation and management, cost control and projections, using the internal scheduling system.
- Ensure all projects adhere to the agreed workflow with the client and help educate the client on the ICHI process before issues arise.
- Lead in the proposal process for repeat business pitches from a production standpoint, including writing portions of the proposal, pricing or review of the proposal.
- Work together with the lead Creatives throughout each project, ensuring client and creative expectations are met, and the project is delivered both on time and on budget.
- Review all decks to ensure they answer the client brief and provide feedback to the production & creative teams on ways to align more closely with that brief.
- Abide by all governing and clearance body rules and regulations, ensuring all assets are delivered at required specs with required clearance (such as Clearcast or BBFC) and abide by all rules upon final delivery.
- Archive jobs after project delivery (working with Creatives and Account Directors/Managers to ensure all required assets on ICHI/client side are saved).
- Liaise with Account Directors/Managers to ensure all PO's are received and payments are made by clients on dates required to ensure effective project cash flow, and ensure all extras are signed off by client before charges are incurred by ICHI.
- Provide accounts with cash flow projections, and advise on any payment terms (client or supplier) falling outside of ICHI's standard terms that may affect this.

SKILLS AND EXPERIENCE

- 7 years working in an agency environment in a production role, with demonstrable experience producing a variety of campaigns (key-art, digital, social & live-action, with an emphasis on digital in particular)
- Line managing a team of two or more
- Understanding of the commercial requirements of projects at a senior level
- Strong diplomacy skills in managing senior stakeholders - excellent communication, collaborative problem solving attitude, and a track record of building good relationships across departments
- Experience working within gaming brands is an added advantage
- Has an in-depth knowledge of post-production work-flows
- Flexible, adaptable to change and moves at speed with clients
- Comfortable interacting with senior level clients
- Right to work in the UK
- Knowledge of Office suite/ general computer efficiency

WHAT DO YOU GET

- Competitive salary (with perks) based-on-experience
- Company pension scheme
- Healthcare
- Income Protection Cover
- Life Assurance
- Employee Assistance Programme (EAP)
- Team social events
- Summer hours
- Training
- Friendly working environment

And much, much more...



A Keywords Studio

SUBMISSION

- **1st Round** - Email submission to jobs@ichi-worldwide.com
- **2nd Round** - Video call with Head of Production and other member of Production Team
- **3rd Round** - Senior Producer task (timeline, budget and case studies in presentation form)
- **4th Round** - Face-to-face with Client Services Director, Executive Creative Director, Head of Production and Studio Head