



# **newfangled studios**

**Position Description:** The producer is the creative liaison between the clients and the internal team. One part project management, one part client relationship management, this is a critical role to any project's success.

- Work with clients, staff, and freelancers to ensure videos are delivered on time, within budget, and are of the highest quality
- Create production and post calendars and maintain them throughout the project cycle
- Work closely with clients to receive, then delegate revisions to editor or motion designer
- Ensure all client expectations are met regarding revisions and brand compliance
- Create estimates, bids, and Statements of Work (SOWs)
- Manage client expectations
- Oversee all aspects of production & post production for assigned projects, as well as a general understanding of projects not assigned to you
- Identify growth opportunities with existing clients but assist, when necessary, in the sales cycle
- Work with DP & Director to break down script into shot lists & boards
- Coordinate castings, gear & crew bookings
- Creation of production books (call sheets, etc)
- Ability to manage assistant producers

**Qualifications:**

- At least 3 years in a creative agency or production environment
- Deep knowledge of the motion graphic & video production process
- Exceptional communication skills
- Project management skills and sharp attention to detail
- Demonstrated client management & relationship building skills

**To apply:**

Email us at [talent@newfangledstudios.com](mailto:talent@newfangledstudios.com) and tell us why you're a fit, what experience you have, and anything else that demonstrates your client & project management skills.