

Job Title: Executive Producer (Account Specific)
Department: Video
Based: London – Covent Garden
Reporting to: Video Production Lead

PURPOSE

To manage the successful production of multiple film and video projects, whilst developing a key account relationship with a London based global client.

PRINCIPLE ACCOUNT DUTIES

- To work alongside the senior Video team to ensure a continuously high level of client service to strategically grow a key account.
- To forge and grow new relationships with key contacts.
- To support the development of new business opportunities to strategically grow the account across all DRPG channels (Comms/Digital/Video/Events)
- To be knowledgeable of the client's industry and the way in which they strategically operate.

PRINCIPLE PRODUCTION DUTIES

- To oversee project production processes from conception to final delivery, managing the production and post-production process creatively and effectively.
- Produce and deliver proposals and client pitches.
- To be a central role and trusted Executive Producer for the stakeholders of each project.
- To manage production budgets effectively and deliver projects within the stipulated deadline and cost.
- To report on all project costs and update financial software with estimated and actual costs, purchase orders and report on differentials.
- To co-ordinate creative brainstorming with the Video Creative Lead as required following internal briefings.
- To support the Producer team with their projects.
- To lead project meetings.
- To lead, motivate, support and direct other, less experienced team members.
- To keep up to date with new technical and creative developments in the corporate video production sector and be aware of the competition.
- On-site production support for location and studio shoots and also live events.

This list is not exhaustive and you will be expected to work flexibly, work on other accounts and undertake other such duties as the management may from time to time reasonably require.

EXPERIENCE

- A minimum of 5 years' commercial experience in TV or corporate film production
- A minimum of 3 years in a senior production role
- A high level of experience delivering a variety of high-quality film and animation related projects
- Extensive experience of working with corporate organisations including individuals to board level

SKILLS

- Ability to understand and interpret clients' requirements instantly and relay this to the assigned project Director
- Ability to cost projects and create proposals
- Ability to manage client expectations whilst always delivering against **DRPG's** promise
- Strong visualising skills and a good eye for detail
- Ability to challenge requirements where needed with a positive 'can do' attitude
- Good level of business acumen
- Excellent time and schedule management
- Be able to work under pressure, motivating those around them and meet deadlines
- A strong negotiator, both with external stakeholders and internal team
- Be able to communicate effectively both verbally and in writing
- Be punctual and willing to work outside normal office hours when required
- Must be computer literate

CHARACTERISTICS

- Quick to understand a brief and what it needs to achieve
- Meticulously organised with a fine eye for detail
- A team player who has the respect of those around them
- Imaginative aptitude and ability to bring ideas to life through video / film
- A true passion for video production and film in general
- Focused on consistently providing high service levels
- Positive attitude towards challenging situations and multi-tasking
- Self-motivated with the ability to work individually and as part of a wider team
- Willingness to learn new skills and develop existing ones
- Must be committed to making 'anything possible' with a 'can do' attitude

OTHER REQUIREMENTS

- Able to travel throughout the UK and overseas
- Driving licence

DATA SECURITY

At all times you must work within the guidelines set out in the **DRPG** Information Security Policy and your Employee Confidentiality Agreement. Failure to do may be treated as gross misconduct.

FURTHER NOTES

The role will be based primarily in our Covent Garden office. There will be times when this role will require you to work from the company's other offices and occasionally on site at client events or premises. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

***DRPG** is an equal opportunities employer.*