

job description

Role: **Exec Producer**

Department: **Live Project Direction**

Location: **London**

Salary: **Negotiable**

Your reason for being here...

Your purpose here at DRPG is to create a client experience like no other, knowing those who encounter the work we produce will find it unforgettable for all the right reasons.

The way you roll...

A self-motivated team player, you enjoy interacting with others with a knack for giving direction without dictating. This comes from your ability to be a great listener and an even greater communicator thanks to your jaw-dropping ability to understand people and environments, adjusting your behaviour accordingly.

Positivity is a power of yours that leaves on-lookers envious because challenging situations are a breeze and your multi-tasking skills could get you far on a talent show. You're always questioning yourself and aiming for the best result, with no qualms about explaining your thought process. That's why you're always paying attention to those little details so that everything you do matches those high standards. We love your determination!

You're an organisational superstar, applying that incredible knack for planning to each project. With that shiny gold metaphorical baton in your hand, you let everyone know when and at what level to play their instruments.

You know what to do from the get-go, and you're not only a confidence connoisseur, but a master job juggler (wow!) and always have your logic cap on to add to that stylish excellence of yours.

You're a whizz at ensuring compliance across every element, with that meticulous attention to detail you have. Our philosophy here at DRPG is 'anything's possible', so you will need to be onboard with this, going above and beyond.

How you make it all possible...

- Managing a full-service line of projects including live events, virtual events, film and video projects, design, including full end-to-end planning and communication (and breathe!)
- Interpreting client briefing requirements accurately, influencing where appropriate and producing full production proposals and client pitches that you will be expected to coordinate.
- Having a good understanding of the overall vision of any project, providing a holistic view internally and externally
- Helping to develop project strategy, team engagement activities, creative, overall objectives, and desired outcomes.
- Developing and producing jaw-dropping proposals.
- Providing clear direction in the development and delivery of all stages of the project, clearly interpreting the project needs and creative requirements.
- Overseeing all production and act as the main point of internal sign off.
- Accurately and pro-actively recording, developing, and sharing clients' requirements through excellent listening skills and excellent channels of communication.
- Effectively leading, directing and developing team members assigned to a project.
- Taking ownership and actively managing assigned budgets, influencing, and negotiating with internal and external parties, to ensure we smash targeted profits.
- Managing multiple projects and consistently delivering to an excellent standard.
- Pro-actively alerting to any irregularities, lack of adherence, and/ or problems that could result in detrimental implications within the project.
- Delivering a project on time, to the agreed objectives and exceeding client expectations.
- Clearly communicating specific actions and requirements to internal and external clients, including the production/ preparation and supply of relevant supporting information and documentation.
- Working effectively with clients, communicating in a diplomatic way to build, develop and grow relationships with potential and existing clients.
- Actively seeking growth opportunities within the account and building on these.
- Actively listening to clients and understanding key messages, strategy, and ways of working to influence production support, and preparation for any client business impact.
- Managing the post-production, including structure de-briefs both internally and externally.

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

What's in your toolbox...

- Proven experience within an agency-based environment.
- Quick to interpret a client brief and what it needs to achieve.
- Significant creative acumen to be able to create client focused event and communication solutions.
- Ability to work under pressure and meet deadlines.
- Strong presentation skills to support live pitches as required.
- Excellent rapport building, active listening and communication skills all backed up and supported by proven relationships.
- Proven experience of financial and budget management, including production elements, involving technical, design, print, video, multimedia, and presentation.
- Ability to produce client proposals and manage multiple clients and projects simultaneously.

Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

Hang on, there's more...

The account team are based in the London, Midlands and Manchester. There will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK. Flexibility is key!

We're a friendly team. We really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

DRPG is an equal opportunities employer.

Data Security (not super exciting, but necessary)

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 so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.