



Production Specialist

Department: Production

Reports to: Creative Director

The Production Specialist's primary duty is to perform administrative and organizational responsibilities for the Production department.

Responsibilities:

- Manage workflow within the department and between agency departments to ensure work is completed efficiently and all deadlines are met including broadcast production scheduling and delivery
- Manage all department scheduling calendars
- Manage all outside vendors: negotiate rates; oversee payment of invoices; secure new vendors when applicable; write and negotiate contracts; oversee deliverables
- Manage voice vendor deadlines when production cycle is heavy/in crunch time
- Reporting: Early Edits, On/Off Theme, Monthly Recaps, Monthly Net Recap
- Complete all department purchase orders
- Serve as Traffic back-up as needed
- Distribute co-op scripts to the necessary stations for notarization
- Proof spots before shipping
- Monthly AMEX reconciliation
- Send daily reminder email to Account Team
- Ensure production fees/client charges align with completed jobs
- Manage Meeting Checklists & Pitch Checklists
- Keep track of yearly "shoot binder" recording time codes for easy reference
- Occasional department errands including props for video shoots
- Any other responsibilities as directed by the Creative Director

Qualifications

- College degree in advertising, marketing, communications or related field
- 3+ years relevant work experience post-college
- Proficient in Microsoft Office programs
- Ability and willingness to learn in-house software and platforms
- Organized with attention to detail and accuracy
- Strong interpersonal skills
- Superior time and project management skills
- Ability to work in a fast-paced environment under pressure and meet tight deadlines