

## Job Description – Account Handling Producer

**Department:** Production and Account Management

**Reports to:** Vice President, Client Services

**Location:** Los Angeles, USA

**Term Of Employment:** Full Time – as per contract

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### General Summary:

As Account Handling Producer you will be responsible for producing and delivering creative campaigns to our clients, on-time and on-budget every time. The role requires a combination of industry experience, knowledge, and teamwork with other agency staff to create original and innovative campaigns for Digital, TV, Trailers, Print, Branding, and Experiential.

You will proactively and seamlessly manage clients to ensure the projects always run smoothly and that a strong sense of client/vendor trust is developed and maintained.

### Overall Responsibilities:

- Check everything
- Account and Project management of client campaigns and deliverables across all media and disciplines including Design and Advertising for Digital, TV, Trailers, Print, Branding, and Experiential
- Develop a strong understanding of our clients needs and ambitions, along with marketing strategies plans and product lines
- Establish highly effective relationships with decision makers at client companies
- Communicate and present information in a concise and professional manner whether in a verbal, written or visual context
- Create and manage schedules, budgets, cost profit margin projections, purchase orders and invoices
- Attend in-person client briefings, creative sessions, production sessions, shoots and de-briefs
- Seek, collate and manage client and 3<sup>rd</sup> party assets
- Engage with vendors and freelancers for required skills or services as required, including but not limited to Photographers, Illustrators, Designers, Account Managers, Project Managers, Website Designers, Marketing Specialists, Producers & Directors
- Effectively time manage yourself and junior staff
- Regularly report project and finance status to Vice President, Client Services
- General office administrative duties as required
- Constantly look for new ways to improve process, decrease cost and increase creativity in the team

- Check everything

Consults with:

- Vice President
- Executive Creative Director
- Account Management
- Clients
- Art Directors
- Copywriters
- Designers
- Planners
- Freelance staff
- Project Management
- Production Companies
- Photographers
- Illustrators

Summary of Qualifications & Attributes:

- 3+ Years Experience
- College graduate
- Understanding of advertising and marketing
- Good overall sense of creativity and innovation
- Strong attention to detail
- Resourceful, flexible, quick-thinking and proactive
- Ability to delegate, prioritize and work under pressure whilst retaining a level head
- Outstanding organisational and communication skills
- Good network connections with freelancers, and video production/post production facilities
- Good understanding of current market trends in general
- Proven ability to create and manage schedules & budgets
- Experience in video games and entertainment is desirable

Please send a digital copy of your resume to [hello@ichi-usa.com](mailto:hello@ichi-usa.com) with “LA Account Handling Producer” as the title of the email.

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