



## CURRENTLY HIRING PRODUCER

Viscul Creative is looking for a full-time producer to manage the agency's clients, projects, staff and strategic partners.

As a producer, you'll be responsible for ensuring the big-picture view of how all projects are managed and how the current workload, collectively and individually, impacts Viscul Creative and our budgets, resources, schedules, responsiveness, client satisfaction, etc.

We are a small, but growing team in an open work space, so it's important that you enjoy working closely with other talented creative folks.

If you're looking to play an integral role in a creative team and have fierce organizational and customer-service skills, apply today.

### ARE YOU...

- passionate about customer experiences
- particular about organization and ensuring a team effort
- proficient with project management systems, specifically Function Fox
- multi-tasker who is able to prioritize & manage work, adhering to critical project time lines in a fast-paced and deadline driven environment
- extremely detail-oriented with the ability to identify & correct issues
- natural leader comfortable with a high degree of ownership & accountability
- skilled in working with clients
- self-starter who is internally driven to make things better, exceed expectations, & actively collaborate with others

### YOU WILL...

- play an integral role in the day-to-day operations of the agency
- manage and negotiate schedules and the multiple moving parts to every project
- communicate with clients on a daily basis
- ensure client satisfaction from beginning to end
- help staff manage and prioritize their time in order to meet deadlines and exceed client expectations
- coordinate strategic partnerships to ensure quality and efficiency
- assist with new business development and other studio responsibilities

Candidate must have two or more years of professional project management experience and a history of successful cross-team collaboration. If this sounds like you, please email [info@visculcreative.com](mailto:info@visculcreative.com) with your cover letter, resume, and three references.

You will receive a follow up email confirming that we have received your application materials. Only those most qualified will be contacted for next steps.