

Catalyst Marketing Agency

Senior Production Manager

Catalyst Marketing Agency is a creative agency that is driven by strategy and known for delighting clients. **We exist to jolt your creativity.**

We are looking for a Senior Production Manager who will work alongside all Catalyst account teams and internal and external resources across all projects to ensure coordination and completion of projects on time, within budget, and within scope. The Senior Production Manager will manage complex marketing projects that span multiple agency departments, advertising channels, and deliverables. The Production Manager may have some client-facing responsibilities from time to time, in support of the account team.

Duties and Responsibilities include:

- Manage integrated marketing projects through all phases of the project lifecycle, acting as the internal hub of cross-functional teams
- Set deadlines, assign responsibilities, monitor, and summarize the progress of projects
- Build out project timelines from inception through completion to keep projects on schedule and within budget
- Manage project scope, working to maintain agency profitability and keep projects within budget
- Create Catalyst workflow process and ensure adherence to client-specific requirements and Catalyst process
- Uphold standards, mitigate risk, and institute quality control measures
- Keep the team focused on key priorities and deadlines
- Assemble and share client project status reports on a weekly basis with each account team and lead internal status meetings
- Thoroughly understand the current status of all deliverables and closely monitor progress all the way through to delivery
- Accurately assess, communicate and manage project risks and issues to the respective account team
- Identify and document scope changes and clearly communicate timing and budget impact
- Management of internal PM systems and tools, and establish best practices standards.
- Synthesize budgets, timelines, statuses, and issues of ongoing projects across all channels

- Partner closely with account team(s) in a client-facing capacity in support of the relationships they manage
- Understand agency and client-specific financial requirements--responsible for financial management at the project level, including estimate development, approval, and revision tracking, cost monitoring, and final reconciliation
- Responsible for operational and financial relationships with external resources when applicable – negotiations, POs, etc.
- Lead weekly allocation meetings and accurately forecast resources needed for the current week as well as subsequent weeks
- Facilitate file and asset transfer between stakeholders to accomplish project objectives
- Apply PM skills to manage new business pitch work as needed
- Perform other related duties as required and assigned

Essential Skills

- Proactive, able to anticipate project needs and issues and seek opportunities for change
- Expertise managing integrated communications deliverables including, but not limited to, videos, websites, email campaigns, social media initiatives, content development
- Able to prioritize and manage multiple concurrent tasks/projects in a fast-paced, deadline-driven environment and deliver quality results
- Strong understanding of development technologies and quality assurance process
- Comfortable with project planning tools and concepts such as task dependencies, Gantt charts and other common concepts
- Exhibits excellent listening skills and communication skills with a can-do attitude
- Confident and able to take charge of a situation, making order out of chaos
- Strong conflict resolution skills with the ability to work well with all personality types and multi-discipline teams
- A strong work ethic with a “get the job done” attitude
- Relentless attention to detail and exceptionally organized

Qualifications

- 8+ years of project management experience in an advertising/digital agency
- BA/BS in marketing/communications or equivalent experience
- Experience in marketing project management/production
- Digital experience - highly preferred

This is a hybrid full-time position located in Denver, CO. Medical, vision, and dental benefits are offered, plus we provide a monthly allowance for health and wellness activities. Performance-based bonuses are available.

Salary range: \$80,000-105,000

Send resume and cover letter to robin@catalystmarketing.io. Include position title in subject line.