

August 17, 2011

Production Manager

Copacino+Fujikado is looking for a Production Manager. The primary responsibility of the Production Manager is to ensure scheduling, production and on-time delivery of agency creative within the Studio department of the agency. Additional to this role, the Production Manager will work on digital and non-traditional agency projects. This individual will ensure projects are being effectively managed throughout the agency through client approval and external trafficking. The Production Manager is responsible for meeting client and agency expectations, schedules and budgets.

Assignments are to be determined but the agency works with major regional brands such as the Seattle Mariners, Seattle Children's Hospital, Premera Blue Cross, Pike Place Market and World Vision.

Production Managers:

- Are masterful multi-taskers
- Are great communicators
- Are effective negotiators
- Are independent and creative problem solvers

Primary Responsibilities:

- Manage workflow of multiple projects from concept through completion.
 - Collaborates with creative directors, art directors, graphic designers and the digital team, as well as members of the account management team. Also works closely with a variety of external vendors both as purchasing agent and in partnerships.
 - Ensures job consistency by carefully monitoring workflow.
 - Responsible for evolving the traffic system to meet agency needs and for aiding management in evaluating its ability to absorb business from production standpoint.
- Owns schedules and budgets for multiple projects.
 - Able to accurately estimate both internal and external resources for job costing.
 - Obtains detailed estimates from a variety of vendors
 - Maintains and develops strong vendor relationships
- Traffics projects both within agency and to outside vendors
 - Works closely with Studio Manager to monitor and control resource allocation.

Skills:

- Possess a working knowledge of design and printing technologies
- Possess good management skills, be able to work collaboratively with vendors and agency personnel
- Understand and nurture the creative process, and show calmness under tight schedules and deadlines
- Proven attention to detail
- Leadership abilities

Qualifications:

- Bachelor's degree in marketing or advertising preferred
- 3 - 5 years related experience, agency-side preferred
- Sense of humor and grace under pressure

Other:

- Position is full time
- Salary is commensurate with experience
- Full benefits including health plan, 401(k), disability and profit sharing

Please send resume and cover letter to jobs@copacino.com with "Production Manager" in the subject header.

Copacino+Fujikado is an award winning advertising agency based in Seattle, Washington. We work hard, we work smart and we have fun. We offer competitive salary, excellent benefits and an opportunity for growth. You can learn more about us by visiting www.copacino.com