

## **Position: Studio Manager £30-35K**



**The overall management and delivery of creative services, pioneering the creative, design and artwork output processes.**

**The role also involves co-ordinating the necessary resources to ensure optimum creative output and timely results.**

CDS require a Studio Production Manager who's adept at managing multiple projects of varying scale and complexity.

This person must not only be a skilled project manager but also have an outlook that pushes beyond scheduling and resources to focus on problem solving and people management in a creative environment.

The role involves a substantial amount of client communication and management with regards to budgets, deadlines and trouble shooting. The right candidate must have strong client service skills and a proven ability to work productively with all members of the team.

The Studio Production Manager will work closely with the Account Management team, Creative Director, Artworkers and Designers to deliver projects on time, on budget and always exceed client expectations.

They must be an excellent and persuasive communicator, capable of dealing with a wide variety of clients, internal staff and partners. This person must thrive in a challenging and ever changing environment, where daily deadlines for a broad range of private and public sector organisations are handled with confidence - and positivity.

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### Responsibilities.

Review the daily schedules of the creative team  
Update the studio schedules, keeping all parties informed of project status and deliverables

Managing project budgets, deadlines and resource allocation  
Producing, interpreting and reporting Key Performance Indicator data to the Creative Director and Operations Director

Working pro-actively to help shape the future success of the studio by presenting appropriate and considered solutions

Working with the Account Manager and Sales team to write and deliver quotes and proposals

Scope and plan projects that maximize the use of internal resources, using Synergist as a tool to police work to plan

Understand and review the current Studio set up to advise and ensure optimal use of existing and future resource management

Review the Studio processes to identify and improve ways of working with Account teams and clients  
To manage the Studio's production budget, including freelance support

Ensure minimum creative downtime, accurate project scoping and delivery to deadline in order to protect project profitability

Manage project budgets, protecting margin at all times

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### Desirable skills:

From a services or creative development background and understands the process and challenges of design/development as a service.

Ability to keep calm and always propose a solution

### Requirements:

A Personality that's friendly, inclusive, confident and collaborative

A very good understanding of all studio software  
Experience working in a fast-paced environment, with the ability to multi-task

Resilient and a really good sense of humour

Able to discover and act upon challenges before they become problems