**Integrated Producer**

Gravity Global is the world’s most awarded B2B communications agency. Headquartered in London and with offices across the UK, we are growing fast and are looking for a highly organised and methodical individual with agency experience to join our ever-growing agency as an Integrated Producer. You will be overseeing a wide range of projects from start to finish, including creative, design and technical production.

As well as experience in above the line campaigns, you will also be digitally savvy and keep abreast of industry standards / technological evolution to be able to assist the team in achieving campaign delivery which meets our client’s business objectives.

Projects will be diverse and include AR, VR, HTML5 banner builds, video and animation, EDM builds, responsive web design across innovative and exciting sectors such as aviation, financial services and travel & tourism.

**Key responsibilities will include:**

* Scoping, planning and specification of projects
* Supporting the production of branded content from ideation through to asset delivery
* Accountability for client deliverables and highlighting issues, risks or challenges to the relevant account lead in a timely manner
* Managing both internal resource and suppliers, including technical equipment and budgets to deliver outcomes in a cost-effective manner
* Responsibility for the quality and profitability of projects
* Maintaining close relationships with key stakeholders and working collaboratively with colleagues across the group
* Demonstrating a creative approach to problem solving whilst maintaining an innovative approach
* Developing work schedules and supervising any post-production requirements up until the final delivery
* Working with the Creative Group Head to help plan and manage the time of Art directors and Copywriters within a specific assigned creative group
* Be the main point of contact for Account Handlers for the Creative group in Planning and booking of appropriate resource

**Experience / skills required**

* Proven agency experience in a similar role
* Significant experience and understanding of running multi-channel campaigns
* A working knowledge of DoubleClick Studio, DoubleClick Manager and FlashTalking is advantageous.
* Exceptional project management capabilities
* Comfortable in a fast-paced environment with tight deadlines
* Ability to deliver projects with budgets in excess of £100k
* Experience with project management tools such as Microsoft Project, Basecamp, Jira
* First class attention to detail to be able to regularly complete SOW, briefs, cost estimates, risk assessments and timing plans
* Ability to report on project performance to internal stakeholders
* A calm and approachable character who is likeable, fun and pro-active
* Confidence in a client facing role (which may be required from time to time), along with managing various stakeholder requirements

**Salary**

* Competitive salary + benefits
* Global career development opportunities
* Hybrid working with up to 2 days in the office (usual hours 9 – 5:30pm, Monday to Friday)
* Central London location in Finsbury Square with fabulous offices featuring an impressive outdoor terrace with stunning views across the city
* Opportunities to get involved with working groups such as Diversity & Inclusion, Wellbeing and ESG / Sustainability

To apply, please send your CV to jointheteam@gravityglobal.com