

# **Senior - Project Manager and Producer**

## **Starting ASAP!**

### **Who we are:**

Nucco Brain is an award-winning digital storytelling studio and part of the UNIT9 group of companies.

Our highly talented team is young, energetic and international, with a passion for telling stories through branding, film, animation, digital content, graphic design and visual development.

Our head office in Farringdon, London is now looking for a full time Project Manager / Producer.

### **About You:**

As a Senior Project Manager / Producer you will have the overall control and responsibility over the production of projects.

You will be in charge of managing the project team, making sure everyone is working to the best of their abilities while staying within time and budget constraints.

You'll need a love for storytelling, and a curiosity to learn new things is a must. A general knowledge about design, illustration, animation is also well appreciated.

Ideally, we are looking for someone with at least 4 years of agency experience or experience in a similar role.

A good sense of humor is also a great plus!

### **Responsibilities include:**

- Assisting Client Services during the pitching process by providing budgetary and timeline forecasts.
- Assisting Client Services and Biz Dev during the pitching process by support on detailing project scope and deliverables.
- Generating and maintaining individual project budgets and schedules.
- Building teams, booking resources and helping with resourcing team members whenever necessary.

- Ensuring that all objectives / deliverables of the project are met within budget and agreed timeline.
- Closely monitor project progress against agreed scope of work - this includes:
  - Tracking workflow
  - Tracking crew utilization
  - Tracking versioning
  - Tracking client feedback.
- Hold regular meetings with each project team and arrange milestone meetings with senior staff. (Client Services / Executive Producer)
- Serving as the main point of coordination and contact between the day-to-day production team and the project's senior/management staff. (Client Services / Executive Producer)
- Forecasting delays, risks, budgetary implications or other shortfalls and communicating issues to Client Services / Executive Producer as necessary.
- Supervising project closure to ensure
  - A post mortem meeting is held in order to identify areas of future improvement
  - All required marketing material is provided to the Marketing team for the construction of their case study.
  - All project material is carefully archived.
  
- Experience working on complex projects with multiple deliverables especially in AR / VR projects.
  
- A minimum of 4 years agency experience or experience in a similar role, whether that is within a studio or as a freelancer is a must.
  
- Prince 2 or a similar qualification is a plus.
  
- Knowledge of softwares such as Paprika, Teamdeck, Jira, is also a plus.
  
- BA level degree in a relevant subject is a plus.

**Salary:**

Salary range: £37,000 - £39,000 depending on experience

**Contact Us:**

We encourage applicants from the most diverse backgrounds. Nucco Brain values diversity and creativity in all its forms and we love to see that reflected in our crew.

Please apply with a copy of your CV and a brief description as to why you'd like to work at Nucco Brain. Send it all to [hr@nuccobrain.com](mailto:hr@nuccobrain.com) please.