

# PRODIGIOUS.

L O N D O N

## JOB DESCRIPTION

**Position:** Project Manager

**Department:** Studio

**Date:** June 2024

---

Prodigious London is an award-winning production studio, part of a globally connected company with 3500 production experts across 40 countries worldwide. We are proud makers and we make amazing stuff – from CG animation to DOOH, to print and live action TVCs. We work closely and collaboratively with our agency partners (Saatchi & Saatchi, Leo Burnett, Publicis-London) and our direct clients.

*Our mission is to deliver excellence in craft with innovative problem solving at our core.*

**‘We make ideas happen’** and we do this whilst caring relentlessly about our work, people and future.

We care about our work: craft, creativity, ambition

We care about our people: support, trust, playfulness

We care about our future: innovation, growth, sustainability

---

### **About the role**

The Project Manager within the Studio Team is a gateway to the Prodigious Studio offering.

Providing clients with an interface to the print, artworking and retouching skills within the team.

As such you will have an in-depth knowledge of Prodigious’ working practices, to be able to respond in a timely and accurate way to any client enquiries.

# PRODIGIOUS.

L O N D O N

## **Core responsibilities**

- Manage the day-to-day fulfilment workflow for a leading Telco client through the print studio
- Focusing on versioning and asset delivery to final media
- Provide accurate budgets and estimates to briefs
- Progress each project through key stages of the appropriate production process
- Managing agency expectations in all areas including budget management and project progress against the agreed scope
- Ensure without fail that all projects pass through appropriate QC processes
- Liaise with other PDG departments to ensure the smooth transition of projects through PDG

As a PM within PDG, experience working on a complex piece of business with leading creative partners is essential, combined with a solid understanding of the studio production process.

## **Your skills**

- You must be familiar with creative and production agency processes
- Thorough working knowledge of a Studio offering
- Experience of managing multiple complex multi-faceted projects
- Experience of interpreting and briefing creative projects to ensure creative agency expectations are fully understood and subsequently met
- Familiar with typical agency budgetary processes and reporting
- A champion of a project's needs to ensure the right resources are available
- Experience of managing projects in order to mitigate and minimise possible challenges to budgets and timings

More than any other role Project Management is a dynamic and proactive position that demands a willingness to engage with clients to identify, meet and exceed their needs.

# PRODIGIOUS.

L O N D O N

## **Key attributes**

- Organised to the nth degree.
- A proactive problem solver
- Great client facing and client management skills
- Proven ability to plan and deliver to deadlines and against budgets
- Flawless attention to detail
- Able to work as part of a team
- Good communications skills
- Financially on the money
- Good Excel skills and a working knowledge of Creative Suite software
- Flexible, positive and energetic

## **Your performance**

- Demonstrate the ability to pull together resources & processes to deliver the best solution
- Team player, able to adapt quickly and positively to change
- Able to build strong internal and external relationships
- Well organised and able to handle multiple priorities
- Passionate about sharing new production trends and techniques to help produce great creative work
- Help to grow profitability and drive efficiencies within your Accounts

---

Diversity and inclusion is a core part of who we are at Prodigious London. We're committed to building an inclusive culture that encourages, celebrates and supports our wonderfully diverse employee group – whatever their age, gender identity, race, sexual orientation, physical or mental ability or ethnicity. Diversity and inclusion doesn't just fuel our creativity and innovation, it brings us closer to our people and audiences. We will continue to strive to create a culture and environment where everyone feels empowered and more importantly comfortable enough to bring their full, authentic selves to work. We are committed to providing reasonable adjustments for employees with disabilities and for candidates in our application process. If you need assistance or adjustment due to a disability, please contact us.