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JOB DESCRIPTION

Position: Junior Project Manager

Department: Studio

Date: August 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-Poke) 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 while 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 Junior Project Manager within the Studio Team is the gateway to the Prodigious Studio offering.

We are on the hunt for a **Junior Project Manager** who’s not just organised but brimming with curiosity and enthusiasm. In this pivotal role, you’ll be supporting a team of Project Managers and will be the interface for print artworking, digital and stills retouching departments. Someone that holds our projects together, ensuring we deliver exceptional results to our clients. If you’re someone who thrives on challenges, loves building strong client

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relationships, has a proactive mindset and wants to build your career – you might just be the perfect fit.

Core responsibilities

- Manage the smooth running of projects, within deadlines and budget, through the print studio
- Provide accurate budgets and estimates to briefs
- Progress projects through the key stages of the production process (in conjunction with the Studio Manager and Imaging Lead)
- Managing agency/client expectations in all areas including budget management and project progress against the agreed scope
- Liaise with other PDG departments to ensure the smooth transition of projects through PDG

As a JPM within PDG, experience in working in this type of business with leading creative partners is essential, combined with a solid understanding of the production process.

Your skills

- Familiar with creative and production agency processes
- Working knowledge of a studio offering
- 1-2 years+ experience within an agency environment
- Experience of managing projects through a studio
- 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
- Good communication skills, both written and verbal
- Ability to understand the project lifecycle, required touchpoints and workflow
- Capable of gathering detail to form clear instructions for project requirements

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Key attributes

- Organised with a great attention to detail
- A proactive problem solver
- An inquisitive mind
- Confident client facing with excellent people skills
- Able to work as part of a team and independently, when required to do so
- Good communications skills
- Financial acumen
- Good Microsoft Office use and a working knowledge of Creative Suite software
- Flexible, positive and energetic

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. We are looking for someone who is passionate about production, who can, with confidence, work in a fast paced environment. You will be super organised with attention to detail and the ability to adapt to day to day requirements, taking on additional tasks where necessary. This role offers somewhere to grow your skills and let your talent shine under the guidance or your peers.

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.