

# LONDONREAL

**Job Title:** Project Manager/Creative Producer

**Company:** London Real

**Department:** Production

**Salary:** Negotiable dependent on experience

**Location:** Shoreditch - onsite

**Reporting to:** Senior Leadership Team

**Working Hours:** 09:00 - 18:30 (Mon to Fri)

## **About London Real**

Founded in 2011, we are an independent global media company with an online platform with over 500 million views on YouTube and over 4,000,000 subscribers viewing our content across all channels weekly. We have recorded over 1000 interviews with some of the most influential and inspirational people in finance, technology, science, sports, entertainment, politics, and wellness. Our Academy courses incorporate the most powerful wisdom from our diverse guests on London Real as well as promoting financial freedom through DeFi.

At London Real, our mission is to transform humanity into a fully empowered, conscious, and cooperative species. We are a lean, agile and very ambitious organisation focused on continuous improvement in our products, content, and our processes.

## **Main Purpose of Role**

Reporting to the Senior Leadership Team, we are looking for a Project Manager/Creative Producer to oversee, support, and manage the delivery of existing and new projects within the production departments. The successful candidate will have experience in both design and content production.

## **Responsibilities**

- Managing studio operations, making full use of the chosen project management and collaboration tools
- Efficiently managing studio time and the Design Team, in accordance with the budget and workflow
- Clearly communicating the project needs to the design team to ensure that the work meets the agreed brief
- Proofing and reviewing designs and checking documents before they are shared with the account team/client
- Assisting on creative production when needed and meeting with team members for feedback

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- Maintaining a collaborative, supportive team environment to achieve shared goals
- Creating and implementing deadlines, project goals, expectations, and workflows, to ensure a smooth production process with on-time delivery
- Project reporting and risk management
- Ensuring files are stored and named according

## Experience/Requirements

- 4 years plus experience as a Project Manager / Creative Producer
- Experience within a media organisation is **essential**
- Educated to Degree level or relevant experience
- Experience of seeing projects successfully completed from beginning to end
- Confident and firm when managing internal teams, business expectations, and creative team processes
- Proficient in design and digital development processes
- Flexible in managing multiple projects, requiring multiple skills, deadlines, and budgets
- Likes to get stuck in and help with initial stages of projects, researching and problem-solving production solutions
- Great with people, building relationships both with internal teams and external suppliers
- Have knowledge and experience of Adobe applications including InDesign, Illustrator, Photoshop, Acrobat, and Microsoft Office applications
- Connected in the design industry to source freelancers/contractors and new suppliers

## Personal Skills

- A passion for digital and broadcast media
- Ability to learn quickly
- Act with respect towards your colleagues and work collaboratively to help the organisation succeed
- Work with enthusiasm and take pride in who we are and what we do as an organisation
- Ability to support colleagues and appreciate our diversity
- Take responsibility and ownership for your own work
- Flexible, can-do attitude with the ability to react calmly in a pressurised situation
- Attention & accuracy to detail
- Ability to work to tight deadlines and prioritise workload
- Excellent organisational and time management skills
- Problem solver
- Ability to maintain and build strong business partnerships with colleagues and third-party organisations

If you believe that you are a suitable candidate and are looking for a fantastic opportunity to work at an expanding media company, then please apply now