



## **CREATIVE PRODUCER**

### **Description**

KSV is on the hunt for an experienced producer to lead and manage a broad range of creative productions for our clients. This position requires organization, agility, and a problem-solving, team-oriented attitude.

Sound like an adventure you could be up for? Let's chat. Submit your resume to Kevin Willard, [kwillard@ksvagency.com](mailto:kwillard@ksvagency.com).

### **Manage Content Library:**


- Organize and maintain a library of all KSV content
- Establish a document for each piece of creative content to include name and contact information for all talent, music, stock images, releases, permissions, expiration dates, etc.
- Organize and maintain client provided content
- Organize and maintain a library of KSV generated content

### **Continuous Research of Creative Partners:**

- Local, national, and global directors and photographers and their capabilities as applicable to KSV brands and clients, both current and desired
- Local and national studios, production facilities, music vendors, stock houses, etc.
- New and developing production techniques to help keep the creative team informed on the latest and greatest
- Local, national, and online talent agencies
- Logging of local and regional locations, and property owners that may be potential future options

### **Pre-Production and Prep:**

- Develop and maintain production calendars for each project
- Develop and maintain a detailed production budget to stay within scope
- Work with creatives to ensure creative can be executed within timeline and budget
- Recommend creative vendors to KSV team and clients
- Organize, book, and manage KSV travel as necessary
- Coordinate internal meetings and updates throughout the project lifecycle
- Coordinate talent research and booking as necessary, based on project scope
- Research and book locations as necessary, based on project scope

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- Secure all talent and location contracts

### **Production:**

- Supervise all productions. Managing all KSV and client approvals throughout
- Maintain the highest level of creative, artistic, cost-effective outcome throughout
- Address changes as they occur with authority, innovation, ease, and humor
- Maintain a positive, “get it done” attitude throughout
- Keep KSV team and clients informed of project status, as needed, throughout
- Determine and secure KSV team and client needs and comforts as necessary

### **Post-Production & Trafficking:**

- Confirm the number of versions and specs are communicated to and executed by all parties
- Manage all vendor invoicing and payments
- Provide a final budget report with actuals and pertinent details to team
- Traffic content as necessary to media partners, or directly to stations, based on project brief
- Issue traffic instruction as necessary, based on project and client needs

### **Qualifications:**

- Experience working in an agency setting on a variety of productions including video, radio, photography, etc.
- A team player with strong listening and problem solving skills
- Must have superior time management and interpersonal skills
- A desire to take on new challenges, grow and learn every day
- Ability to work collaboratively as part of a larger team in a fast-paced environment
- Desire for feedback that will push your work to the next level

### **About KSV**

KSV is a collective of creative and strategic thinkers who are committed to a more sustainable existence. As part of the KSV team you'll have the daily opportunity to be part of something bigger than just yourself, because everything we do is filled with a purpose. And that's enough to fill us up with all types of good stuff. KSV is a certified woman-owned B Corp.

### **Employee Benefits:**

- 401k
- Health, dental, and vision coverage
- Parental leave



- Flexible PTO
- Paid holidays include the week between Christmas and New Year's Day, MLK Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the following Friday
- Summer half-day Fridays
- Flexible work environment

KSV is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.