

## **Production Manager | Digital & Traditional**

LKM is evolving to become an up and coming interactive agency that services some great brands. We are seeking a highly detail oriented production manager to join our dynamic group.

You must be able to think about client businesses, brand and marketing objectives, and proactively contribute to their evolution and success.

Our Production Manager will be highly motivated with 4-7 years or more experience handling interactive **and** print production. You must have a keen understanding for business needs and solutions and be able to work with internal creatives, while managing projects from conception to completion, often with external suppliers.

You will create estimates and help manage the scope, requirements, timeline, and budget of the projects. You will create, maintain, and revise project timelines and report job progress to client teams. You will identify appropriate resources and assign responsibilities, balancing creative needs with project and agency profitability. You will negotiate and prepare purchase orders for external vendors. You will ensure that project documents are complete, current and stored appropriately.

### **Requirements Summary:**

- A mixed background of interactive and print production is required.
- Attitude is everything. We like to work with people who are respectful, motivated and fearless about digging in and making 'it' happen – whatever it takes.
- Superior communication skills as well as problem-solving skills.
- Ability to grasp complex concepts easily.
- Thorough understanding of Internet technologies and "best practices".
- Must be EXTREMELY organized and detailed.
- General understanding of revenue models, including P/L, cost to completion projections, pricing model and billing structures.

**SEND ALL RESUMES AND INFORMATION TO: [hr@LKMideas.com](mailto:hr@LKMideas.com)**