



JOB DESCRIPTION

JOB TITLE: Account Executive, IMS
REPORTING TO: Account Director

COMPANY OVERVIEW

Picture Production Company is a leading international creative production agency that combines a dedicated award-winning creative team with unparalleled production facilities.

With offices in London and LA, we offer a full cross-platform service that delivers on brief, on budget and on schedule – our commitment, our passion and our attention to detail can be seen on-screen in each and every job we do.

ROLE OVERVIEW

To support the Account Management team with all administrative and production duties. Co-managing an international studio-based account and working closely with the involved internal departments to ensure that all creative & post production jobs flow efficiently internally and deliveries to clients are on time and to the highest standards. Communicate professionally, clearly, and regularly with clients' representatives in their various offices and departments. Conduct effective, collaborative and rewarding business relationships, both internally and externally.

MAIN RESPONSIBILITIES

- Communicating with Clients – regular liaising with the creative marketing & finishing personnel of major international distributors of filmed entertainment.
- Taking and interpreting briefs for creative & finishing work.
- Production and management of multiple internal & external schedules – Working with clients globally to create efficient workflows.
- Organisation of creative & post production services – Liaising internally with both LA and UK offices and externally with clients and suppliers, to oversee all processes of PPC's creative & post production services.
- Managing all details of projects on internal financial tracking system, including Purchase Order requests and Invoicing.
- Involvement in budgets & project outgoings.
- Helping with new business ideas, proposals and improvements to existing process.
- Administration of data transfers and storage.
- Assisting the AMs in communicating with in-house graphic designers, audio technicians, online editors and trafficking team to deliver localised international marketing materials (TV or online spots, promos, trailers, dubbed or subtitled and with localized graphics as requested).
- Keeping schedules up to date.
- Management of media (digital files); making sure assets are downloaded, QC'd and organised.
- Keeping on top of content management by communicating with the team to ensure all the assets are in the right place and accessible.
- Assisting the AMs with liaison with team in the LA office.



- Liaising with, and regularly reporting to, client contacts.
- Performing Quality Control of materials produced.
- Receiving/sourcing and the management of assets.
- Working alongside the Account Director with raising POs.
- Management of client relationships.
- Maintain billing totals, generate and monitor PO requests.
- Any adhoc admin duties for the team.

SKILLS & EXPERIENCE

- Excellent customer service skills.
- Understanding of editing, GFX and audio creative & finishing processes.
- Ideally 3 years of experience working in a media environment, with particular emphasis on broadcast and on localization.
- Some technical knowledge and experience of receipt, management, and delivery of files.
- Attention to detail and excellent organisational, communication, and administrative skills.
- Speak additional language/s.
- Great team player who is always willing to help colleagues.
- Remain calm under pressure.
- Approach challenges, delays, and the unexpected intuitively and proactively.