



SHWorldwide, LLC

JOB POSTING: EXECUTIVE PRODUCER (CONTRACT)

Posting Date: May 16, 2019
Job Title: Executive Producer (Contract)
Reports To: COO and SVP of Creative & Production
Position Type: Seasonal, Part-Time, Freelance/Contract
Pay Structure: Hourly or Project-Based Fee Structure

ABOUT SHW

SHWorldwide, LLC ("SHW") is the preferred global partner for creating, managing and delivering state-of-the-art event experiences for top-tier corporations and convention organizers.

POSITION SUMMARY

The Executive Producer is responsible for managing and delivering on the creative, strategic, production, and logistical elements of a variety of event projects. The Executive Producer collaborates with the Client Service/Account team and the assigned Event Manager to deliver mainstage programs such as keynotes, general sessions, breakouts, technology installations and other types of activations as required by the client. Managing projects independently or as part of a larger planning team, the Executive Producer position requires strong organization, communication, technical and project management skills.

JOB RESPONSIBILITIES

- Gather and articulate to the project team a strong understanding of client brand, positioning, competitive landscape, and strategic goals
- Oversee the formulation and articulation of the strategic and creative vision for projects, including but not limited to events, that deliver on strategy, content, and key client outcomes and any follow-on communications or work
- Lead various client facing strategy, content, creative, or design discussions and status, budget and recap meetings as required
- Coordinate all project related personnel including but not limited to other event managers, project managers, creatives (2D, 3D, media), and multiple external vendors for specific projects
- Work on RFPs, RFQs, SOWs, project timelines, and pitch or propose documents for a wide range of projects, and participate in client pitches
- Act as primary lead on varied and complex projects working with a lead Client Service/Account team member for day-to-day project management or other Event Managers depending on the project size
- Lead and or participate in project planning, resourcing, and other development meetings
- Delegate and manage the development of production documentation, including show flows, rehearsal schedules, production, and logistics schedules such as load-in/load-out and dock schedules
- Work collaboratively to manage a large pool of external vendors, selection of new vendors, vendor SOWs, contracts, payments, and quality tracking
- Collaborate with Client Services, Production, and Accounting team members on the creation, tracking, and reconciliation of complex budgets
- Create and lead the evolution of best-in-class production processes and protocols for scoping, budgeting, reporting, staffing models, etc., that exceed client expectations while delivering consistent bottom-line returns
- Ensure continuous improvement by regularly reflecting on project success with our teams to improve future projects



ESSENTIAL SKILLS

- **Ensures Accountability:** Holds self and others accountable to meet commitments, promotes a sense of urgency, is on top of tasks and knows where things stand, provides balanced feedback at crucial times
- **Action-Oriented:** Enjoys working hard; readily takes on new opportunities and challenges with a sense of urgency, high-energy and enthusiasm; displays initiative and acts with minimal direction, preparation or planning
- **Manages Ambiguity:** Adapts quickly to changing conditions, makes significant progress and remains calm and composed even when things are uncertain
- **Collaborates:** Builds partnerships and works collaboratively with others to meet shared objectives, facilitates open dialogue with a wide variety of contributors and stakeholders, balances own interests with others' and seeks input through proactive listening
- **Communicates Effectively:** Effective in a variety of communication settings, actively listens, checks for understanding and adjusts to fit audience and message
- **Manages Complexity:** Distinguishes between what's relevant and what's unimportant to make sense of complex situations, looks beyond the obvious and analyzes multiple and diverse sources of information to define problems accurately before moving to solutions
- **Customer-Focus:** Dedicated to meeting the expectations of internal and external customers, establishes and maintains effective customer relationships
- **Decision Quality:** Makes sound decisions, even in the absence of complete information; seeks input from pertinent sources to make decisions in a timely manner; displays superior judgment
- **Directs Work:** Provides clear direction and guidance, appropriately delegates assignments, empowers ownership, monitors progress by maintaining dialogue on work and results
- **Interpersonal Savvy:** Builds immediate rapport and develops relationships with a wide variety of people, understands interpersonal and group dynamics and reacts effectively, seeks input through proactive listening
- **Plans & Aligns:** Manages time and multiple tasks effectively and efficiently, breaks down objectives into appropriate initiatives and actions, lays out a thorough schedule and steps for meeting milestones, tracks and manages progress, seeks ways to improve processes
- **Resilient:** Remains confident and composed under pressure, manages crises effectively, maintains a positive attitude, easily rebounds following setbacks
- **Drives Results:** Sets aggressive goals and has high standards; pursues everything with energy drive and the need to finish, persists in the face of challenges and setbacks, always keeps the end in sight and puts in extra effort to meet deadlines
- **Balances Stakeholders:** Maintains frequent interactions with a broad stakeholder network, takes proactive approach to shape and influence stakeholder expectations, serves as a liaison between different stakeholder groups and effectively aligns interests
- **Tech Savvy:** Continually scans the environment for technology breakthroughs, experiments with a wide range of existing technologies while applying new options that can enhance organizational outcomes, encourages others to learn and adopt new technologies



WORK ENVIRONMENT & CONDITIONS

- Capable of working independently or as a key contributor on a team
- Schedule flexibility and travel required; ability to work on your feet for extended periods of time; long hours and weekends are mandatory at times
- Occasional in-office meetings at SHW Headquarters in Seattle, WA required (note: SHW is a dog-friendly environment)
- Occasional fast turnarounds on projects
- Ability to stand/walk for extensive lengths of time and to lift up to 50 pounds maximum with frequent lifting and/or carrying of objects up to 10 pounds
- This position has no direct reports

EDUCATION & QUALIFICATIONS

- 8+ years direct experience leading all aspects of multiple, complex, large-scale, big-budget, high-profile, experiential projects (events, activations, etc.)
- Proven track record of developing and delivering strategy-driven, creatively stunning, and flawless projects for clients of all sizes (100 – 18,000+ attendees)
- Ability to manage budgets over long project periods, changes against scope of work, and ability to communicate status to internal teams and clients
- Track record of successfully working with Director, VP, President and C-Level executives of Fortune 500 companies
- Experience with Executive Communications including coaching executives in developing and delivering effective presentations
- Deep experience working with multiple vendors including technical, fabrication, logistics, and executional vendors
- Proven track record working collaboratively with internal teams and clients
- Ability to direct a diverse team including other producers, technical directors and event managers
- Experience and success in managing seven-figure budgets
- Ability to work effectively and cheerfully in an occasionally stressful, high-pressure and demanding environment
- Excellent client management and advocacy skills
- Strong technical knowledge of AVL systems, scenic fabrication, and exhibit systems
- Deep experience with brand communications, media, and messaging
- Excellent judgment, agility, and ability to anticipate strategy, creative, or production problems, issues, and barriers, and pro-actively and effectively craft solutions
- A strong, long-term working knowledge of industry labor standards and managing union and non-union relationships, permitting, safety, insurance and standard venue policies and procedures
- Excellent computer skills that include Microsoft Office, Adobe Creative Suite experience, other industry leading communication and collaboration platforms, file sharing sites, and other tools to aid in project management
- Experience using CAD and/or Vectorworks is a plus

Qualified applicants may submit their resumes to jobs@shworldwide.com