



JOB DESCRIPTION

OC PROJECT MANAGER

We Are OC

At OC, we have been proudly partnering with entertainment brands across the globe to deliver award-winning work for over 14 years. Through our team's creative excellence, collaborative culture and understanding of our audiences, we produce work that always excites, engages and delivers - and that is **The Art of Entertainment**.

We are the passionate consumers of the industry we serve - with film-buffs, series-bingers, gamers, book worms and music-lovers all under one roof, resulting in a hive of curiosity, collaboration and creativity. Storytellers, artists and problem-solvers all working as one to create stuff we love, just as much as our clients do.

Our mission is simple: **We help brands entertain.**

Are You OC?

Just like the ever-evolving industry we support, our full-service agency is constantly growing and adapting. This fluidity allows us to shift and thrive, delivering the most effective creative and communications for brands that live to entertain - no matter which touchpoint or stage of the journey.

With this growth comes a need for more amazing talent. Especially one with the creative flair, originality and attention to detail that can only come from being nurtured in the entertainment sector.

Understanding the needs and solutions for clients as varied as Sony Pictures, Universal, Lionsgate, Disney, BritBox and BBC amongst others, whilst having a focussed, fast-paced work ethic that these clients expect will be the recipe for success at OC.

Are you the latest magic ingredient for our agency team?

Responsibilities/Skills

- Project or account management experience either agency or client side
- Experience managing a mix of projects across digital, social, OOH, design, print and integrated campaigns
- Familiar working to a very fast pace across multiple projects and deadlines
- Resource management for allocated projects, including long-term planning of overall resource to reduce bottlenecks
- Managing projects from initial brief through to delivery for a high volume of assets
- Interrogating client briefs to ascertain objectives and ensure the creative team have all the information they need



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- Excellent attention to detail, ensuring that all creative is delivered to brief and is thoroughly checked before leaving the agency
- Fully competent with project management processes, systems and reporting
- Strong stakeholder relationship (internal and external) management skills
- Ability to work independently with minimal supervision
- Experience in managing costs, budgets and accurately track profit margins, ensuring that workflow and resource are allocated to maximise profitability and efficiency
- Commercial understanding of clients, able to pre-empt traffic hotspots and identify potential upsell opportunities with Account Managers
- Strong written and oral communication skills
- Excellent grasp of grammar and spelling
- Demonstrable entertainment industry experience
- A genuine passion for entertainment
- Staying up-to-date with industry and consumer trends

Bonus Skills (these would be great, but not a deal breaker)

- Experience in localisation workflow and processes
- Studio management
- Managing the production and manufacturing of physical influencer/gift boxes

If you can bring the above, we can bring a competitive package, growth opportunities, flexible working, birthday days off, great clients, exciting work and a fun, social & dynamic team.