

## **Job Description** **Director, Event Production**

We are looking to add a super organized, detail oriented, collaborative, resourceful, fast-thinking, multi-tasking all-star to our cabal of the same. Your role will be to lead our production team as we develop and execute exceptional non-traditional consumer marketing campaigns of outstanding quality, on time and on budget, for local, regional, and national clients.

What is 206Agency? Recognized as one of the best places to work in Washington, we are a rapidly growing eleven-year-old non-traditional marketing agency based in Seattle. Our client roster is peppered with the biggest of international brands and many regional brands, for which we assemble creative, comprehensive campaigns. Many of our clients have been with us for years, and keep coming back for more. Our new clients quickly become a part of the family.

Key responsibilities and required skills include:

- **Production Management:** Lead a team of Production Managers, in creating and managing project plans, that include project timelines, production strategy and logistics from start to finish. This requires excellent planning, obsessive organization and prioritization skills. Success in this role includes the ability to multi-task, prioritize, delegate and apply resources effectively in a fast paced, dynamic environment. Budget creation is second nature and management is like breathing, you just do it, naturally, and to the penny.
- **Production strategy and tactics:** Develop and outline project execution plans to exceed client expectations. This requires an extensive knowledge of, and passion for building relationships with the most cutting edge production partners in the business. From fabricators and freight companies to cutting edge technology production studios and staffing agencies, the Production Director has “a guy” for every need. This role requires key knowledge of multiple event production disciplines, mobile tours, marketing meetings, tradeshow, product launch events, and more.
- **Communication:** Work closely with clients on a strategic and day-to-day basis. Provide clear and actionable information related to projects, and consistently guide clients regarding project execution strategies and tactical decisions. This requires excellent written and verbal communication skills, including the ability to present ideas effectively and communicate with clients, vendors, and others on the phone, via email and in person.
- **Team Management:** Maintain solid relationships with internal departments and team members. This requires the ability to effectively lead a team of 3-6 direct reports and up to a dozen or more people on a given project.
- **Accountability and initiative:** Ability to grow existing vendor database, identify vendors and production partners and lead efforts to secure new and innovative vendor partners while maintaining relationships with current partners. Key contributor in RFP response process through budget development, projections, and concept ideation. This requires a great work ethic and ability to work in multiple environments. Ideal candidate is ambitious and willing to provide assistance whenever and wherever needed, including nationwide travel on short notice. Expect to travel up to 35% of the time.

**EXPERIENCE: We’re looking for someone with strong broad-based event production expertise in the consumer marketing field, including disciplines such as events, touring, and tradeshow. Eight or more years of related experience, with rapidly increasing responsibility in a full service advertising agency is ideal.**

If you are interested in the position and meet the requirements listed above, please send a cover letter and resume to [careers@206Agency.com](mailto:careers@206Agency.com). Hint: If you’d like to rise to the top of the pile, please include in your cover letter brief and specific examples of times when you achieved success related to the areas of responsibility mentioned above.