

The People We Seek



The Company We keep Pte Ltd

57A Duxton Rd
Singapore 089521

Hellokakis@thecwk.com

UEN: 202233838C

Producer Singapore

The Company We Keep

The Company We Keep is more than just a name, we believe it defines who we are and how far we can go. We are all about people. About building an ecosystem: a group of diverse talented individuals who collaborate to create extraordinary work, sharing a common vision and goals. Our head office is in Sydney, Australia and we have recently opened up an office in Singapore to service our clients across the region.

Teamwork is everything to us. It takes a very special group of people to do what we do. At The Company We Keep we are looking for an experienced Producer to join our growing team in Singapore, creating extraordinary digital, virtual and live experiences for our clients. You will be insanely inquisitive, approachable and inclusive. You will enjoy working in a fast-paced agency environment with a hugely talented team, in addition to incredible partners and customers.

The Role We Offer

We are looking for an experienced, passionate Producer, who is driven to learn and succeed. As a Producer you will be responsible for managing large scale projects, delivering seamless event experiences across multiple client campaigns.

- Lead integrated campaigns end to end
- Work collaboratively with our Creative, Technical Production and Producing teams
- Unpack a brief and establish a seamless client experience and delivery, positively influencing the success of the broader company
- Design, conceptualise, plan and deliver all elements of large events, broadcasts and content creation projects
- Across a huge range of projects that span brand storytelling, event activations, through to broadcasts and digital marketing campaigns
- Build strong relationships with our senior clients and valued partners
- Counsel clients and internal teams strategically through creative ideation, logistics, bespoke requirements, content, technical production and onsite management
- Pitch ideas to clients for large projects from a strategic and delivery point of view
- Enjoy the diversity and opportunity to grow into the area that you're most passionate about - as not all projects will be the same
- Be as comfortable in taking on detailed briefs as well as open-ended ones, depending on the nature of the project
- Act as a point of escalation both for the client and internal team

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- Map out, plan and oversee resourcing for your projects
- Create experiences that excite, educate, surprise and delight our clients
- Report into The Head of Business based in Singapore, and liaise regularly with the head office team in Australia.
- Singapore-based with remote work flexibility

The Traits You'll Have

- **Approachable:** Open, receptive and helpful to clients, stakeholders and colleagues. Actively listens and has an objective, collaborative approach to problem solving.
- **Inquisitive:** Desire to take on new opportunities with a positive attitude, find solutions to challenges, learning from people and situations around you.
- **Inclusive:** Take clients with you on the journey, so that they understand the process and feel involved in deliverables and outcomes.
- A fun loving team worker, with no ego and a **never settle** attitude.

- Client focused, communicating effectively, adapting to change and being accountable for your projects in a proactive way.
- Develop a deep understanding and insight into the client's brand
- Provide well thought out reverse briefs to the client strategically and creatively.
- Understand a client's challenge and provide a timely and effective solution.
- Identify organic revenue growth with clients through new opportunities and contribute to new business pitches.
- Recommend, manage and negotiate with suppliers and stakeholders to deliver best outcomes for the client and the business.
- Hold high standards for your quality of work and of the work of those around you.
- Budget and financial management, including statement of works, quoting, invoicing, expenditure, budget recces.
- Manage and negotiate with supplier partners to deliver positive outcomes.
- Willing to take calculated risks to create creative and exciting experiences.
- Focus on the big picture, with a well thought out approach.
- Mentor and focus on accountability with a team that will grow, including Project Managers.
- Manage complexity calmly and proactively, to find the right solution by making the right call at the time.
- Be flexible and adaptable to any situation.

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The Experience You'll Bring

- Ideally 3-4 years' industry experience managing multiple medium, complex and multi-faceted live event production / content / integrated campaigns successfully end to end.
- Degree level education or equivalent experience in a related discipline is preferred.
- Solid level of technical and systems aptitude, including G Suite.