

Senior Interactive Producer

Giant is looking for a best-in-class Senior Interactive Producer to lead large interactive projects and be responsible for their success. The ideal candidate will not only be able to deliver projects on time and on budget, but meet client requirements in a way that demonstrates creativity. The Senior Interactive Producer is responsible for project planning, client relations, and management of internal teams and external vendors.

Responsibilities

- Write and manage timelines for digital projects
- Partner with brand-level project managers to write timelines
- Ensure key milestones are met by agency staff, external vendors, and clients
- Ensure project management tools and status reports are updated daily
- Facilitate team meetings, including kickoff meetings, milestone reviews, and status meetings
- Document discussions, revisions, agreements, next steps, and unresolved issues; maintain meticulous written records of key decisions
- Write and monitor budgets
- Review and negotiate vendor contracts
- Write formal agency estimates including time-of-staff and out-of-pocket expenses
- Revise estimates as needed
- Source external vendors and suppliers (such as technology developers, search specialists, ad-serving vendors, usability or other research vendors, animators, and programmers.)
- Troubleshoot to solve for shifting priorities, deadlines, budgets
- Participate in client presentations and reviews

Qualifications

- 5–7 years of experience managing interactive projects, in a consulting, agency, or client environment
- Knowledge of some or all of the following: software development life cycles, web technologies, web development processes, delivery of solutions with creative and engineering components, media and advertising projects, digital strategy, and/or research projects
- Solid project management skills; PM certification desirable (not required)
- Ability to juggle multiple projects simultaneously, prioritizing appropriately
- Ability to work with a range of personality styles, sometimes in high-pressure situations
- Experience with contract interpretation and negotiation
- Experience with project management software
- Meticulously organized with excellent time-management skills
- Excellent oral and written communication skills
- Pharma/biotech experience a significant plus
- Flexible schedule; able to work evenings and weekends as needed

Qualified applicants should send a cover letter and resume with “Senior Interactive Producer” in the subject line to jobs@giantsf.com.