

JOB DESCRIPTION

ROLE: Production Manager

LOCATION: Nashville SALARY: \$40,000 - \$50,000(dependent on experience)



ABOUT US_

At Talon, our purpose is to be the independent agency of choice providing a pioneering global platform for brands to connect with audiences in the outside world. We want to reimagine the industry to deliver greater value for our clients whilst inspiring people and caring for our planet. We're passionate about OOH and are on a mission to drive the growth of this sector within the media industry – changing perceptions of it as a legacy medium to one that is highly effective, creative, sustainable, and measurable for our clients.

In our first 10 years, our desire to offer intelligent, creative, technology-led OOH solutions and a full-service OOH offering saw us grow into a team of over 300 people located in key cities across the globe. In that time, we have been awarded for our approach to our people, our clients and our industry and want to continue and expand upon these successes.

OUR VALUES AND HOW WE WORK TOGETHER_

WE ARE BOLD_	WE ARE HUMAN_	WE ARE SMART_
<p>As industry provocateurs and pioneers, we respectfully challenge the status quo, take pride in our people, big ideas and partnerships</p> <ul style="list-style-type: none">• We embrace change• We challenge respectfully• We lead the way	<p>We are a diverse collective of changemakers who value respect, fairness, and integrity and expect the same in return</p> <ul style="list-style-type: none">• We value collaboration and togetherness• We are empathetic• We embrace individuality	<p>Our trailblazing spirit and learning centric culture ensures our knowledge provides maximum value to each other and our clients</p> <ul style="list-style-type: none">• We grow and learn• We are trusted• We are mission possible

THE ROLE_

The Production Manager is responsible for day to day management of production workflows alongside clients and the Client Services team across Talon US. Working across internal and external stakeholders, the Production Manager will build positive relationships, ensure accurate and timely delivery of work, and work effectively and efficiently across departments.

RESPONSIBILITIES AND RELATIONSHIPS_

- Plan and organize production schedules to meet specifications and deadlines
- Work directly with print vendors throughout the production process
- Be familiar with strategy and objectives of your clients and agencies
- Responsible for communicating and meeting daily production requirements on behalf of media buyers/planners nationwide
- Communicates with the production team to establish an efficient workflow from entering the order to completion of the production process



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TALON_
Think outside

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- Works closely with creative teams to ensure layout and design align with brand guidelines
- Responsible for updating client art libraries
- Estimate cost and makes decisions based on what is most cost effective
- Ensure external vendor product availability, timing, and price align with internal needs
- Develop strong positive working relationships with colleagues, clients, agencies, vendors, & partners
- Work collaboratively across all internal teams including Client Service, Production, Finance, Sales, etc.
- Ensure all work completed (where applicable):
 - is accurately delivered, internally and externally
 - are delivered in a timely manner, within required deadlines, and on budget
 - are using all appropriate templates and guidelines consistently as required per account
- Effectively resolve day to day issues as required alongside internal and external stakeholders, enlisting support of Director of Operations as required
- Support Director of Operation or Senior Production Manager on key projects
- Identify and implement best practice and efficiencies with your team, collaborating with other teams as needed
- Be a self-starter and prioritize workload appropriately
- Keep updated and be able to articulate Talon and industry news and developments
- Get involved in wider company initiatives outside of your day-to-day role
- Comply with all company and departmental policies and procedures
- Ensure all documentation is completed and submitted to Finance accurately and promptly for all accounts to allow for contracts to be billed, collected, and closed timely
- Demonstrate proper care and respect for company assets

WORKING HABITS AND CORE SKILLS_

- Creative and critical thinking, problem solving skills
- Strong organizational skills, attention to detail
- Strong written, verbal and presentation skills
- Proactive and can-do attitude
- Basic math skills
- Microsoft Office
 - Excel Proficiency- Intermediate to Advanced
 - PowerPoint Proficiency- Intro-Intermediate

YOUR EXPERIENCE AND QUALIFICATIONS_

- Previous media agency/vendor experience, or comparable office/admin experience
- Bachelor's degree preferred, or comparable experience
- Strong organizational skills, attention to detail
- Strong written and verbal communication skills
- Experience managing junior staff, preferable but not required
- Proactive and can-do attitude



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BENEFITS INCLUDE

401K with employer matching	Enhanced paid family leave
Life Insurance	Birthday leave
Health, dental and vision	Voluntary/Charity leave
Generous PTO	Regular all staff educational workshops
Feel Good allowance of \$50 per month	Training allowance
Smarter Working (hybrid working, early Friday finish, and summer hours!)	Phone allowance

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