

JOB DESCRIPTION

ROLE:

LOCATION:

SALARY:



ABOUT US_

At Talon, we provide our clients with world class service, technology, and collaboration to create exceptional OOH campaigns that deliver measurable results.

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 230 people located in key cities across the globe.

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.

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 ensure 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_

Studio Traffic & Resource Management

- Manage day-to-day internal studio bookings across teams and projects.
- Oversee resource planning to ensure the right people are allocated to the right projects at the right time.
- Monitor studio capacity and flag any resourcing risks or gaps early.
- Work closely with producers, project leads and department heads to maintain visibility of workloads and priorities.
- Support forward planning across the studio to improve utilisation and delivery efficiency.

Freelance & Permanent Recruitment

- Identify freelance resource needs based on project demand and studio capacity.
- Source, brief, onboard and manage freelance talent as required.
- Support permanent recruitment across the studio, working with hiring managers to coordinate role requirements and hiring activity.
- Maintain a strong understanding of team skillsets and hiring needs to support both short-term and long-term resource planning.
- Help build and maintain a reliable network of freelance talent and recruitment contacts.

Finance & Operational Support

- Track project and resource costs across platforms and internal trackers.
- Cross-check finance numbers across different systems to ensure consistency and accuracy.
- Work closely with the Talon finance team to raise purchase orders (POs) and support finance administration.
- Process invoices and ensure they are accurately recorded and tracked.
- Support the setup of new clients and new suppliers across relevant systems and processes.

Talon is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment where all individuals can thrive. We seek to employ and develop a workforce representative of the markets that we serve and brands that we represent.

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- Monitor freelance spend and support budget visibility across projects.
- Maintain accurate records across finance, operations and project tracking tools.

Why this role matters

This role is central to the smooth running of the studio. It ensures projects are properly resourced, recruitment needs are met, financial processes are accurate, and the operational foundations are in place for the team to do their best work.

WORKING HABITS AND CORE SKILLS_

- Proven experience in a Traffic Manager, Resource Manager, Studio Manager, Operations Manager, or similar role within a creative, production or agency environment.
- Strong experience managing studio workflow and resource planning.
- Comfortable handling both people planning and operational / finance admin.
- Excellent organisational skills with strong attention to detail.
- Confident working across multiple teams, projects and systems at once.
- Able to build strong working relationships with internal teams, freelancers, suppliers and finance stakeholders.
- Commercially aware, proactive, and calm under pressure.
- Strong communication skills and a collaborative approach.

YOUR EXPERIENCE AND QUALIFICATIONS_

- Experience within a creative studio, production environment, or agency.
- Experience working with both freelance booking and permanent recruitment coordination.
- Familiarity with project tracking, finance systems, invoicing and supplier setup processes.
- Experience partnering with external finance teams and internal stakeholders across operations and delivery.
- Microsoft Word and Microsoft Excel experience is essential
- Confident to use Project management and studio management software such as Monday.com or Asana or Trello
- Excellent written and verbal communication skills, with the ability to build relationships with clients, colleagues, and production teams/3rd party vendors
- Organized and reliable approach to work and attention to detail
- An excellent standard of computer literacy including the use of PCs, Macs,
- Worked with a variety of clients directly.

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BENEFITS INCLUDE

Pension	Enhanced maternity/paternity/shared parental pay
Life Assurance	25 days annual leave, increasing every year by 1 day up to a maximum of 30 days
Permanent Health Insurance	Birthday Leave
Private Medical and Dental cover	Voluntary/Charity leave
Access to private GP appointments	Feel Good Allowance
Smarter Working (hybrid working, flexible working hours, work from anywhere for 2 weeks of the year and an early Friday finish!)	Summer Fridays
Eye Care Vouchers	Monthly Massages
Season Ticket Loan	Cycle to Work Scheme
Home set up allowance	Training allowance

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