

Beauty Producer

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Company: CLM Agency

Location: New York

Category: other-general

**TO APPLY, PLEASE SEND YOUR CV & RESUME TO NYC@CLM-AGENCY.COM.
ALL OTHER FORMS OF APPLICATION WILL NOT BE CONSIDERED.**

Core Elements of the Position

- Responsible for managing end to end jobs for clients on behalf of beauty artists
- Responsible for on time, high quality, to budget productions
- Communicating regularly with all stakeholders, including artists, brand employees, shared services, and management as needed
- Supporting agents in delivering the best possible outcomes for clients and artists
- Collaborate with other Great Bowery agencies to collectively improve production

Responsibilities and Duties

- Creating estimates (with the help of an agent if required)
- Negotiating job budgets
- Negotiating terms with production companies and other partners to create mutually successful engagements
- Run confirmed jobs from start to finish from including
- Managing the budget and reconciling estimates with actual spend (including signing off on third

party invoices)

- Liaising with clients and outside producers to ensure common understanding of production needs
- Liaising with artists directly or through their assistants regarding their schedule and upcoming jobs, on pre and post production
- Managing the scheduling and booking of assistant teams for campaigns, Fashion Weeks and supporting vendors (catering, equipment etc) where required.
- Assisting artists on all production; organising travel arrangements, booking flights, organising visas, booking couriers, hotels and cars etc.
- Developing travel schedules, Fashion Week schedules and call sheets where required.
- Reconcile expenses, including credit card expenses
- Working together with central accounting team to submit job files on time and to support timely reporting
- Generating invoices and ensuring prompt payment from clients
- Wrapping jobs after completion including collection of supporting information
- Collection of shoot assets
- Building a good network of producers and production companies that each artist can work with
- Assisting agents with additional duties as needed
- Nature of this job requires working early mornings, late evenings and weekends depending on the projects in pipeline

Required Experience

- 3 years+ experience in production.
- Excellent time management skills - Experience of managing multiple end to end jobs, including set up, logistics, tracking and managing a budget and allocating resources to each element of the project
- Excellent communication and interpersonal skills - Managing multiple stakeholders, including artists, clients and external vendors to achieve a positive outcome
- Proven project management skills - Excellent existing relationships with talent agencies, production companies and shoot suppliers
- Creating and maintaining professional relationships with strategic partners

- Ability to multitask and adapt to changing priorities
- Proven capability to work independently and part of a team
- A thorough and demonstrable knowledge, understanding and interest in the business of photography, advertising and marketing, editorial fashion, styling, hair makeup.

Required Personal Skills

- Highly organised, with attention to detail
- Team player to support the brand and wider Great Bowery
- Creativity and artistic flair
- Goal-oriented, motivated, responsible and a pro-active self-starter
- Self-motivated, with a positive and can-do outlook
- Proven problem solver who is calm under pressure and making decisions
- Ability to multi-task, prioritise and maintain accuracy in a fast-paced environment.
- Excellent written and verbal communication skills to a variety of stakeholders
- Computer literate, including basic knowledge of Photoshop

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Cross References and Citations:

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