

Job Description: Production Manager

The Production Manager is responsible for scheduling, production and on-time delivery of all agency creative and production department work. This is accomplished through collaboration with creative directors, art directors and graphic designers, and supervision of in-house personnel such as the art room supervisor, production artists, traffic manager, and delivery person. It is also accomplished by interfacing with a variety of outside vendors who supply work to the agency on a freelance or contract basis.

The production manager prices all agency services, calculates in-house charges through working with the various departments, and requests estimates from outside sources. This information is then incorporated in an estimate of costs which is delivered to the client. The production manager is responsible for obtaining the best price and delivery possible for all agency projects.

After acceptance of the price, the production manager is responsible for issuing a purchase order to the outside resources to complete the work and to assure that when the bill is received by the agency, the price is as quoted.

The Production Manager reports to the president.

Duties:

- Conducts weekly production meetings with traffic manager, creative and production personnel.
- Prepares production estimates based on briefings from account executives and account coordinators, and meetings with production artists.
- Ideally, obtains three competitive quotes on every outside buy from a range of quality vendors.
- Issues purchase orders for all outside buys for client projects.
- Supervises work done by suppliers (freelance artists, typesetters, printers, output bureaus, etc.).
- Proofreads all artwork/digital proofs (or supervises proofreading personnel). Verifies that all material is properly signed off/approved by account executive and client.
- Coordinates with media manager to be sure publication material deadlines are met.
- Follows up with suppliers to be sure they will meet promised delivery dates.
- Checks and signs off on vendor deliveries.
- Checks invoices and settles billing discrepancies with suppliers; obtains approvals from account executives.
- Reviews billing worksheet with account executive and request necessary revisions.
- Changes the job status to complete once work is completed.