

Company Description:

Wilson Dow is a creative production agency celebrating 25 years of connecting global brands with their key audiences in live, virtual, and hybrid settings. A privately-owned agency, our team is a collection of strategists, writers, artists, directors, choreographers, etc. – hailing from the highest ranks in entertainment, business, production, and learning – whose passions are driven by engaging, uniting and activating audiences through The Power of Live™.

Title: Executive Producer

Reports to: Vice President, Production Services

Position Profile:

The Executive Producer (EP) position provides an important leadership role that is collaborative across all functions within our company – account management, creative, digital, graphics, etc. The ability to manage tight timelines, drive consensus and lead a team will be integral to the EP's success.

It is our expectation that the Executive Producer will provide knowledge sharing to other Wilson Dow personnel as we continually refine our processes and develop our teams. The EP will be expected to take initiative and commit to fulfilling all assignments given to them both in the office, remotely, and onsite.

Responsibilities:

The Executive Producer is responsible for creating, managing, and tracking the client budget, keeping timelines on schedule, managing program responsibilities and deliverables from inception through to execution and delivery in partnership with creative, video, and graphics. Specific responsibilities include:

- Craft and present budgets to prospective and existing clients
- Propose and develop production timelines
- Manage and communicate changes between production teams and client teams
- Communicate with on-site Technical Director and crew to execute clear client vision
- Demonstrate leadership and decisiveness with internal teams
- Provide mentorship and learning opportunities for lower level production team members

Requirements:

- Bachelor's Degree or the equivalent combination of education and experience
- 7-10 years of experience working within the field of event production and/or project management
- Ability to work on multiple projects simultaneously, both independently and collaboratively
- Be a problem solver and good communicator
- Keeping a level head under pressure
- Exhibit excellent organization and team leadership skills
- Desire to grow and apply new skillsets in a self-directed environment
- Capacity to travel

Program and System Proficiencies:

- Keynote
- Microsoft Office – Excel, Outlook, PowerPoint

Compensation: Commensurate with experience. Wilson Dow offers a comprehensive benefits package including medical, dental and vision insurance, disability and life insurance, 401(K) Plan with a company contribution, and paid time off.

Travel: Nationally, and potentially Worldwide

Location: Chicago, IL (preferred) or Remote

To apply, please fill out the form labeled ‘Join Us’ at this link: <https://wilsondow.com/who-we-are/>

Wilson Dow is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.