

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: Production Assistant**Reports to: Vice President, Production Services****Position Profile:**

The Production Assistant (PA) position plays an important support role across all functions of Wilson Dow and an energetic outlook is critical. The desire to deliver a high level of service to both internal and external clients is key to a PA's success.

This position is "learn-as-you-go" and PAs will be expected to take initiative and commit to fulfilling all assignments given to them both in the office and onsite. This position will continue to expose PAs to various parts of our business and they will be provided the opportunity to learn about Wilson Dow's process, people and client expectations along the way. This role will enable the Production Assistant to work on live events, meetings, cross media production, communications and training projects. This broad exposure will allow them to develop a diverse skillset in media production and project management.

Responsibilities:

The Production Assistant is responsible for providing production support to all levels of the production, creative and account team. This will include but is not limited to organizing, tracking and managing shipping and production materials, supervising small program responsibilities and deliverables from inception through to execution in partnership with all departments. Specific responsibilities include:

- Source vendors and talent, manage props and on-site materials
- Manage shipping for production materials
- Respond quickly and efficiently to communications
- Book travel and logistics for production crew
- Support Executive Producers and Creative Directors throughout the production process
- Capture meeting notes

Requirements:

- Bachelor's Degree or the equivalent combination of education and experience
- Be a problem solver and good communicator
- Exhibit excellent organization skills
- Desire to grow and apply new skillsets in a self-directed environment
- Capacity to travel
- Is inquisitive and takes direction well

Program and System Proficiencies:

- 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.