

## **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 Coordinator**

**Reports to: Vice President, Production Services**

### **Position Profile:**

The Production Coordinator position provides an important support role across all functions of Wilson Dow, as well as an opportunity to work directly with clients. The Production Coordinator's role is to support projects with general production needs as well as work more specifically in the Speaker Support capacity, managing presentations and acting as the liaison between clients and the graphics team. Previous experiences, along with a proven ability to succeed in a team environment are crucial.

In this role, it is expected that the Production Coordinator will take initiative and commit to fulfilling all assignments given to them both in the office and onsite. This role will enable them to work on live events, meetings, media, communications and training projects. This broad exposure will allow the Production Coordinator to develop a diverse skillset in production and project management.

### **Responsibilities:**

The Production Coordinator is responsible for providing production support which includes organizing, tracking and supervising changes to client presentation materials and managing program responsibilities and deliverables from inception through to execution and delivery in partnership with creative, video, and graphics. Specific responsibilities include:

- Manage client materials and track changes between graphics and client teams
- Demonstrate leadership
- Hold yourself and the graphics designer to a very high level of attention to detail
- Support Executive Producers and Creative Directors throughout the production process

### **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

**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.*