

Company Description:

Wilson Dow Group is a creative production agency dedicated to uniting and activating audiences through The Power of Live®. For over 24 years, Wilson Dow has cultivated teams of world-renowned creatives, strategists, instructional designers, and specialized production teams to partner with global clients including Domino's Pizza, Roku, Pfizer, PayPal, The Clorox Company, Pure Storage, Visa, and more. The company designs and delivers live and virtual experiences for audiences that engage around a shared purpose, prepare with critical knowledge and skills, and inspire with meaningful stories that spark change. Wilson Dow Group is headquartered in Chicago with satellites in San Francisco and New York. For more information, visit wilsondow.com.

Title: Training Producer (Contract)

Reports to: Director, Experiential Learning

Position Profile:

The Producer position provides an important support role that is collaborative across all functions within our company, and also affords an opportunity to work directly with our clients. This role will require the Producer to support Executive Producers on projects in order to learn the Wilson Dow production process and budgeting tool. The ability to manage tight timelines, drive consensus, and lead a team is integral to the success of a Producer.

It is our expectation that a Producer will provide knowledge sharing to other Wilson Dow personnel as we continually refine our processes and develop our teams. A Producer is expected to take initiative and commit to fulfilling all assignments given to them both in the office, remotely, and onsite. At Wilson Dow, Producers manage a host of learning solutions: training programs, curriculum design, workshops, micro-learning, live immersive learning experiences, meetings, media, and communication campaigns.

Responsibilities:

The Training Producer is responsible for providing project management support which includes creating, managing, and tracking client budgets, keeping timelines on schedule, managing learning solutions and deliverables from inception through to execution and delivery. These responsibilities are completed in partnership with learning strategists, instructional designers, creative, digital, video, and graphics team members. Specific responsibilities include:

- Craft and in some cases present budgets and timelines to prospective and existing clients
- Support Instructional Designers and Learning Strategists throughout the development process
- Demonstrate leadership and drive decisions
- Manage and communicate changes between internal teams and client teams
- Understand and facilitate medical / legal review process of training deliverables
- Communicate with onsite crew to execute clear vision of training programs

Requirements:

- Bachelor's Degree or the equivalent combination of education and experience
- 5-7 years of experience working within the field of event production and/or project management
- Familiarity with healthcare, biotech, and/or pharmaceutical industry
- 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 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
- Veeva – (awareness)

Travel: Nationally, and potentially Worldwide

Location: Chicago, IL or Remote. While our headquarters are located in Chicago, IL, remote candidates within the United States will also be considered for this role.

This is a contract position anticipated through April of 2024, after which, Wilson Dow will evaluate the possibility of a full-time salaried position.

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.