

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: Training Producer**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 training programs, 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 Executive Training Producers 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
- 3-5 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 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)

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 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.