

Pilch&Barnet

Pilch & Barnet is a full-service advertising agency located in downtown Madison that specializes in destination marketing. We've produced award-winning campaigns for 18 years, serving clients in 11 states. We know the best products come from people who love what they do, so we take pride in our creative, fun and collaborative work environment where everyone has a voice. Our culture includes a healthy work-life balance and we've repeatedly been honored as one of the city's best places to work.

Ready to make a difference with your passion and purpose? We'd like to hear from you. Pilch & Barnet is currently looking for the right person to successfully plan and organize our production schedule. We are seeking a full-time Production Coordinator that will be responsible for setting a schedule of deadlines for the completion of projects, assigning staff to each step, checking on the progress and maintaining timelines and budgets. The Production Coordinator will communicate with clients and staff, working together with the brand manager, creative director, content and agency principals.

Responsibilities include:

- Use Workzone (*production software*) to handle project flow, including but not limited to entering project descriptions, goals, specifications, deadlines, task assignments and other necessary information
- Conduct weekly meetings with team leaders
- Communicate with clients on a regular basis to seek approvals and provide updates
- Develop and maintain relationships with media representatives
- Plan and implement all media buys

Required Skills:

- Excellent written and verbal communication
- Able to take direction
- Very organized and detail oriented
- Outstanding proofreader
- Strong negotiating skills
- Quick learner
- Ability to work independently and in a collaborative environment
- Capable of balancing work on multiple projects concurrently
- Positive attitude
- Adaptable
- Works well under tight deadlines

Additional Requirements:

- Bachelor's degree in communications or related fields
- Experience in project management

Do you like office dogs, playing pop-a-shot and celebrating birthdays over free team lunches? If this job sounds like it was meant for you, drop you resume to susanne@pilchbarnet.com by December 12, 2018 – and don't forget to include how you stay organized. *Competitive salary and full benefits package commensurate with experience, skills and education.*