

Job Profile

Title: Junior Producer

Reporting to: Senior Producer

MEET TOUCH

Ultimately, at Touch, we are all are moment makers...

Operating as a full-service creative events agency since 2010, we deliver unparalleled experiences for world-leading brands, corporations and life science companies from our offices in both the UK and US.

Our culture The Big Intimacy is what drives us as individuals.

“The more we understand, the better we connect. The better we connect, the more powerful the relationship.”

With a genuine passion for creating bespoke, innovative and impactful connections, paired with our expert understanding of complex industry governance, we bring events to life with unforgettable power.

And, it's The Touch Equation which powers us...

(WISDOM X IDEAS) + EXECUTION

The alchemy of creating truly unforgettable experiences lies in the perfect blend of creativity and wisdom, ignited by flawless execution.

When we infuse our imaginative ideas with invaluable insights and push the boundaries of what's possible, the result is nothing short of magic.

So we dream big, push the limits and never settle for anything less than the extraordinary. Because when we bring together creativity, wisdom and execution in perfect harmony, the possibilities are endless.

Job purpose:

The Junior Producer is a valued member of the team working alongside the producers, technical and creative teams. The purpose of the role is to support the production team in the planning and execution of the production elements of a live or virtual event, with emphasis on event design and experience and content creation.

Key responsibilities and accountabilities:

- Support the production requirements within wider full-service live events, virtual events and media projects across all client work
- Work closely with other streams within the creative production group, specifically the technical team, the video team and the creative studio in the planning and execution of successful projects
- Work with other operational team functions (project management, event technology, account management) to ensure seamless and effective delivery of full-service projects across the lifecycle of the project
- Be part of the client-facing team from taking a brief, brainstorming, generating proposals, planning and joining client project calls/ meetings and being part of the onsite team
- Support the production planning and delivery, ensuring that the core strategic intent and messaging of the project is amplified, collaborating closely with clients and internal team to ensure the core messages and red thread are delivered throughout
- Keep up to date with industry trends and cutting-edge innovation within event experience and design
- Bring fresh and exciting ideas to your projects to maximise the attendee experience



- Be aware of the project financial success for both gross margin and time effectiveness
- Effective time management including capturing and detailing project timesheets using Clockify (or any deployed company resource management tool)

Client Governance

- Ensure compliance with client and company brand guidelines
- Ensure compliance with client and company SLAs
- Ensure compliance with all client and company privacy and security protocols
- Ensure compliance with GDPR (General Data Protection Regulations) 2018 Regulations

General

- Work collaboratively with peers and teams to ensure effective delivery of all client projects, including travelling on site as required
- Attend the office a minimum of 3 days per week
- Manage and submit personal expenses and credit card reconciliations within timeframes specified
- Attend company training days as and when required
- Attend company meetings as and when required
- Undertake any additional tasks as required to support the business

The Big Intimacy

Every day at Touch, Be:



Enjoy what you do, never be afraid to positively challenge and go the extra mile to exceed client expectations, adding wherever possible a little touch of magenta magic!