Underline

# Studio/Production Manager

A fantastic opportunity to join the award-winning Underline Studio beginning August 2021. Underline is a busy, hard-working boutique agency with a friendly, fun feel. At Underline you'll find a talented team passionate about their work. We have a good work ethic with core hours 9:00 am – 5:00 pm with overtime when necessary. We offer a competitive salary and 4 weeks holiday per year (3 weeks plus studio closures during the holidays).

The Studio/Production Manager is a vital role within the studio and a key part of the production team. The position oversees the production of a wide variety of projects and is responsible for the general management of the studio internally and externally.

We are looking for someone who is:

- Experienced in the design industry
- Professional and has a proactive approach
- A self starter
- Collaborative and a team player
- A great people person
- Organized
- Confident when dealing with clients and suppliers
- Appreciative of design and the creative process
- Comfortable working to deadlines and dealing with budgets
- Able to manage multiple projects seamlessly within a fast paced setting

Responsibilities include:

- Managing suppliers including printers, illustrators, photographers, copywriters, web developers, etc.
- Developing project production budgets and quotes
- Working with partners in writing and preparing job proposals/quotes
- Working closely with our creative partners on new business pitches and presentations
- Attending press approvals, reviewing image proofs, coordinating approvals
- Proofing text revisions and final artwork
- Managing internal work flow of studio; calling production meetings, creating schedules, tracking time sheets
- Building and maintaining strong relationships with clients
- Ensuring deliverables for projects are met to a high level of quality, on time and on budget
- Invoicing completed jobs, working with bookkeeper

Please send a résumé to jobs@underlinestudio.com

Underline Studio
247 Wallace Ave, 2nd Floor
Toronto, ON M6H 1V5