

# CGI Project Producer (based in Detroit)

**Project manage CGI production jobs for 3D data models and configurator assets. Manage the jobs' progress through the studio from initial client contact and briefing, through to costing, planning, liaising with Artists and clients, and tight scheduling for an accurate and timely delivery.**

## Role Responsibilities

- Accountable to US Studio Manager to oversee and manage the timely production of projects, delivering on time and on budget. Includes weekly status reporting to client, keeping the Studio Manager informed.
- Create and supply all estimates, internal jobs setup in finance system, briefing documents & timing plans.
- Identify and request any new/missing materials for new projects.
- Request and collate project direction/scope and deliverables in the brief, along with gathering all required reference materials from client
- Project Management Job File Management: file all required job bag documentation.
- Create and maintain detailed "Issues Log" per project, which tracks hold-ups, resolutions and the dates the issues, occurred to support client understanding as to why something is delayed.
- Oversee all client reviews (Product Information and Creative), including taking notes during meetings, collating comments, and providing to the Artist team to make changes.
- Participate in daily Agile-style SCRUMs to troubleshoot any inconsistencies or problems that may arise with regard to model accuracy.
- Orchestrate Burrows Internal Quality Checks by CGI Artist prior to release to client. This entails creative check with CGI Creative Director, and ensuring there's a Technical Production Check against Burrows production standards and brief direction.
- Final Quality Check/Proofing: prior to release, perform final verification check to ensure that all direction or revisions have been made prior to sending out reviews/deliveries.
- Management of project budget – track production hours in Maconomy, and make sure estimates/actuals are on track during job. Job reconciliation and final billing.
- Liaise with Burrows UK Project Producers and Client Services Team on requirements and deliverables.
- Work with Burrows UK project team for Real-Time projects to support client requests and status on US commissioned projects.

## All Staff Responsibilities

- Carry out any reasonable duties as identified by your Line Manager or Team Leader
- Positively represent Burrows to our customers and suppliers
- Ensure compliance with all contractual employment obligations
- Ensure compliance with our ISO standards
- Fully participate in the company's performance Management and development programmes
- Maximise own ability to produce quality work, on time, and to brief, utilising best skills and available technology
- Work in accordance with the company's Human Resources policies and procedures
- Ensure compliance with health and safety requirements

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## Your Qualities as a Candidate

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**You will be a client focused, motivated individual with a strong ability to manage multiple projects and tasks autonomously.**

**You have strong attention to detail and a proactive approach to work. You're able to prioritise your workload and work within a team environment.**

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## Essential skills and experience

### Personal Attributes

- Confident communicator – able to communicate with colleagues and clients alike
- Ability to retain large amounts of detailed information
- Analytical thinker, excellent problem solving skills
- Flexible & adaptable with the ability to juggle multiple & concurrent projects & adapt to changing conditions
- Exceptional attention to detail
- Extremely customer focused
- Able to work overtime as and when required (sometimes on short notice)
- Proven planning and organisational skills
- Excellent “people person” – Team facilitator, helps create a positive environment of enthusiasm, empowerment and continuous improvement
- Proactive and always looking to make efficiencies across the project
- Able to multi-task within a fast-paced environment

### Experience & Knowledge

- Proven experience of working in a similar project producer/project manager role
- Prior experience working for an agency or marketing company
- Expert in managing multiple projects in a high-pressure, deadline heavy delivery environment
- Excellent stakeholder management & communication skills - able to demonstrate credibility with senior management
- Strong general administration and time management skills
- Managing issues and risks using RAID logs & status reports
- Expert project governance – managing and monitoring scope, budget, schedule, resources, risks and quality

### Qualifications

- PC literate, good working knowledge of MS Office (Word, Excel, Outlook etc.)

## Advantageous Non-essential experience

- Some understanding of the CGI/3D industry, terminology and software
- Experience working in an automotive environment, or an understanding of the industry