



# A Q U E N T

## Studio Manager

### 募集職種

#### 人材紹介会社

エイクエント・エルエルシー

#### 採用企業名

A global leader in marketing solutions

#### 求人ID

1486167

#### 業種

インターネット・Webサービス

#### 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

#### 外国人の割合

外国人 多数

#### 雇用形態

契約

#### 勤務地

東京都 23区, 品川区

#### 最寄駅

山手線、 大崎駅

#### 給与

600万円 ~ 経験考慮の上、応相談

#### 休日・休暇

土日祝日休み

#### 更新日

2024年07月16日 09:27

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

#### 日本語レベル

ネイティブ

#### 最終学歴

大学卒 : 学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

Studio Manager will work with Creative Directors and functional marketing managers to lead partners through the full cycle of program management. From project initiation to planning to execution, studio management ensures that quality work meets all program objectives and is delivered in a timely, cost-effective manner. They manage collaboration by serving as the single

point of contact between the creative team and any stakeholders. Studio Managers and Project Coordinators drive the entire creative production process—from consulting on briefs to resourcing (sometimes outsourcing), production, asset delivery, and archiving. This role will also be expected to wear a hat as a Project Coordinator to drive the projects.

## Required Skills

**Project management:** Manage marketing communications projects across media in a highly matrixed organization, track and report on the creative process, and move the process forward on time, on budget, and most of all, on its brand. They guide the Studio through the entire customer journey across all surfaces and define timing, scope, budgets and resourcing.

**Clear communication:** As the account manager for internal clients and stakeholders, Studio Managers must have strong interpersonal skills and be able to effectively manage stakeholder expectations while simultaneously upholding the vision and standards of the client's studio. They work with teams including Campaign, Performance Marketing, and A.com, and partner closely with Serve to be the source and hub of information for creative teams.

**Problem-solving ability:** Setting appropriate expectations, managing conflict, and tracking resources is challenging. To succeed, Studio Managers need strong problem-solving skills and must negotiate deadlines and deliverables with stakeholders, making appropriate resource trade-offs in a fast-moving and ever-changing environment.

**Artistic sensibility:** While studio management is primarily a project management function, Studio Managers should understand the client's creative standards and vision, and assist in enforcing guidelines and routing questionable materials to Creative Directors for review.

**Technical proficiency:** Studio management roles require a firm understanding of software programs like Microsoft Word, Excel, and PowerPoint, as well as project management software such as Wrike or Workfront.

**This would be a dispatcher position at one of Aquent's client companies, a global leader in digital media and digital marketing solutions.**

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## スキル・資格

The role encompasses all of the attributes mentioned in the Studio Management Overview, plus:

- 3+ years of experience in a creative agency or related field.
- Hold a bachelor's degree in business or related field of study.
- Demonstrate exceptional verbal, written, and presentation skills.
- Work both independently and as part of a team.
- Show competency in Microsoft Office including Word, Excel, and Outlook. Knowledge of a project management program like Wrike or Workfront is a plus.
- Understand file management, transcription, and other administrative procedures.
- Work well on tight deadlines.
- Ability to collaborate and facilitate process—Actively contribute to the effectiveness of the Studio team.
- Assist Studio Managers and provide administrative support.
- Create and monitor project schedules and calendars in Wrike and ensure deadlines are met.
- Schedule meetings/calls and record notes in each meeting.
- Track and communicate project status with internal and cross-functional teams.
- Organize, attend, and participate in stakeholder meetings.
- Document and follow up on important actions and decisions from meetings.
- Work with Creative team leads to assign projects, communicate progress to team members and other stakeholders, and manage project budgets.

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## 会社説明