

Job Title: Creative Production Officer
Salary: up to R\$ 4,000 per month
Location: Brazil
Duration: Permanent
Closing date: 30/11/2018



Creative Production Officer – The Role

To manage an effective and efficient creative and editorial services function within the Local Communications Team. Working with the Media Coordinator and the Communications Manager to ensure that the creative and editorial solutions we deliver are of a consistently high standard, on brand and bring our World Animal Protection personality to life.

To ensure that all creative and editorial output maximises the opportunity to build awareness and recognition of our brand and position us as both the champion of the cause and authority on the issue in the animal welfare sector.

Proactively working with internal clients and global stakeholders across the organisation, to plan workflow and capacity to meet changing priorities, a variety of lead times and changes in work. Another key responsibility is to monitor providers, spend and report on budgets and overview the archive maintenance.

Duties and responsibilities

- Act as the first point of contact for the creative and editorial services function and manage the day-to-day running of creative services and providers.
- Project manage creative services from end-to-end from obtaining a client brief to identifying and securing creative services, managing client expectations, budget and deadlines to deliver high quality resources.
- Ensure effective traffic management by creating and managing a workflow process to co-ordinate and schedule client work to ensure maximum productivity and efficiency across design, copywriting and production.
- Develop strong and productive relationships with key clients and stakeholders, allowing for analyse, advice and challenge client expectations where necessary.
- Manage outsourced work as needed, ensuring quality, time procedures and budget requirements are met
- Identify opportunities to develop innovative, creative, on brand solutions to raise the profile of our organisation
- Develop end-to-end plans for key projects, working with creative teams, liaising with the client, external providers, and ensuring quality control
- Work with the Communications and Programmes staff to build, maintain and outsource work with a roster of external communications suppliers including, but not limited to, freelancers, editors, translators, photographers, agencies, designers and printers.

- Regularly review financial budget to ensure efficiency and effectiveness, while also looking to opportunities to make improvements
- Ensure compliance with legal requirements and procurement processes when working with external suppliers
- Act as brand champion for the Brazil office, together with the Communications Manager
- Brief and train external graphic design firms and other providers on use of the brand guidelines and ensure compliance of all external resources
- Review creative materials produced across office to ensure compliance with brand guidelines
- Catalogue and archive all the creative assets as well as photographs and videos in our archive, network, intranet, etc. as well as share with other teams as needed.
- Maintain the local archive, including working with interns and external providers to catalogue, archive, scan, digitalise, etc. old and new assets.
- The role holder will from time to time be required to carry out any other duties that are within the scope of the role and the wider communications department.

Skills and experience

Essential

- Experience of working with a creative or technical team
- A proven record of planning and delivering creative projects on time, within budget and to specification
- Strong project management experience with a good understanding of resource allocation, planning, management and prioritization processes
- Excellent communicator with strong interpersonal and influencing skills
- Demonstrable experience of establishing and maintaining effective working relationships across a wide range of people and levels
- Proven understanding of creative processes, production and ability to liaise directly with providers and printers
- Proven ability to work under pressure, managing competing priorities and tight deadlines
- Fluency in written and spoken Portuguese and English
- Excellent written and verbal communication skills with the ability to tailor the communication style to the audience and situation

Qualifications

- Relevant degree (Marketing, Design, Journalism, etc.) or equivalent professional experience

Desirable

- Basic knowledge of design software

How to Apply

If you want to be part of our dynamic organisation and help us move the world to protect animals then please send us a copy of your CV, salary expectation and cover/motivation letters addressing your skills and experience relative to the role to

comunicacao@worldanimalprotection.org.br.

Due to the large volume of applications that we receive, we will not be acknowledging receipt of your application. If you do not hear from us within 3 weeks of the closing date, please consider your application as unsuccessful.

World Animal Protection is an equal opportunity employer. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, colour, religion, sex, sexual orientation, pregnancy, parental status, national origin, ethnic background, age, disability, social status and to other minorities or disadvantaged groups.

The successful candidate must have permission to work in the position location by the start of their employment.

Who are we?

We are World Animal Protection.

For over 50 years we have moved the world to protect animals.

We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

We stop the exploitation of wild animals for entertainment and profit. We protect pets and working animals in communities across the globe. We campaign for better farm animal welfare and fight against factory farming. We also help animals when disaster strikes.

Our vision is a world where animals live free from suffering. We are working to help people to see how important animals are to all of us.

We are determined to influence decision makers to put animals on the global agenda and inspire people to change animals' lives for the better. Today we're working on projects to end animal suffering by helping governments and communities to protect and care for their animals.

Why Work for us?

We move the world to protect animals globally but there are many other reasons to join our organisation. We are a truly global organisation with offices in Australia, Brazil, Canada, China, Costa Rica, Denmark, India, Kenya, the Netherlands, New Zealand, Sweden, Thailand, UK and USA. We employ over 380 people globally covering campaigns, media, fundraising, operations, finance, administration and human resources.

As well as competitive employee benefits we want our employees to grow with us and build their careers within World Animal Protection and therefore encourage internal applications. We have a strong track record of offering existing staff promotions as well as secondments and position changes within the organisation.