



Studio & Marketing Activation Manager

We're looking for a Studio & Marketing Activation Manager to join our Creative & Marketing team. We're looking for someone to be the glue that makes our creative briefs run smoothly. They will be the central communication channel, managing the day-to-day running of Creative & Marketing projects, timelines, suppliers and assets, and generally making sure the team has what they need to do their best work.

The person:

This person will be an incredibly organised individual with proven management skills – passionate about making everything the best it can possibly be. This person will be responsible for ensuring the team are enabled to create everything to the highest possible standard, on budget, on time and with all the necessary communication across the business.

The role:

Your role will be split into two parts. 70% of the role will be focused on Creative Studio Management, supporting the team to deliver a wide range of creative output, from packaging, marketing campaigns, gifting to social content. The other 30% will be supporting the wider Marketing team in managing and assisting in activations.

Your responsibilities:

- Work closely with the Project Manager to support the launch of all new products by managing and communicating creative work streams within NPD critical paths
- Monitor, review and filter all creative briefs, ensuring they are clear and thorough
- Maximise the Creative team's workload efficiency by monitoring capacity and streamlining process
- Manage and maintain strong relationships with all external print partners and suppliers
- Sourcing, managing and negotiating with 3rd party fulfilment partners
- Motivate and enthuse the team to deliver projects to the best of their ability

- Manage the packaging artwork approval process, liaising with Technical and external approvers
- Liaise with Heads of Teams to tailor resource to workflow, booking in freelancers where necessary
- Work with the Marketing Director and wider team on marketing project management processes
- Assist in the management of larger scale marketing projects (from campaigns through to events)
- Take on specific marketing activations (when workload allows)

Requirements:

- Minimum 1-2 years experience in a similar role
- Great organisation skills with attention to detail
- A self-starter with a positive 'can do' attitude who wants to get involved
- Collaborative and happy to work with a mix of roles and people
- Methodical approach
- A love for solving problems and dealing with challenges
- Understanding of the design process and preferably print/production process too
- Creative/Design background preferred
- Basic understanding or experience in Adobe would be a plus

About PROPER:

Cassandra and Ryan launched PROPERCORN seven years ago, cold-calling and packing boxes of popcorn from their living room. Since then, we've grown into one of the fastest growing independent businesses in Europe and the number one premium popcorn brand in the UK. Our passionate team continue to have even bigger and better global ambitions, so there couldn't be a better time to join this incredibly dynamic and creative company.

This year, we were awarded the "Best Brand to Work For" by Creative Pool. Our canal-side office is home to our team of 35 and several other ambitious start-ups. A 10-minute walk from Angel and Old Street, we have an in-house chef who makes us breakfast and lunch and you'll get unlimited holiday after 2 years at the company. Goes without saying you'll have an unlimited supply of popcorn as well!

If this sounds like the role and team for you, please send a short covering letter and your CV to nick@propercorn.com.