

## PROJECT MANAGER: BOOKS - INDEPENDENT CREATIVE STUDIO - LONDON

Fast-growing indie agency seeks talented, driven Project Manager to join our small but mighty team.

### TCO

Established in 2006, TCO's model leverages the insight and access that comes from our owned media channels, *Huck* and *Little White Lies*, to connect brands with credible, premium narratives, and best in class design. TCO is made up of:

**Agency:** Award-winning insight, creative and production agency constantly looking for new ways to help the world's most innovative brands tell compelling stories in digital, film, print and events.

**Huck. *Sub-cultures from around the world*:** Sitting at the centre of a switched-on community who crave original stories and quality journalism, we offer a unique lens for capturing scenes as they happen.

**Little White Lies. *Truth and Movies*:** Europe's largest and most beautiful premium film brand, offering unique and proudly independent journalism across cinema and TV. We connect the most engaged film audience to the movies they love.

### ROLE REQUIREMENTS

Job Title:	Project Manager
Salary:	Based on experience
Hours:	Mon – Fri, 9:30am – 5:30pm
Reports to:	Head of Production
Term:	Permanent
Start date:	Immediate

TCO seeks a talented and creative Project Manager to manage illustrated books and other publications from concept through to client delivery. This is an opportunity to work on beautiful, critically acclaimed projects and be part of a growing, dynamic and friendly team.

*Printworks*, our custom publishing division, produces multiple publications each year with a strong (but not exclusive) focus on film, leveraging our unrivalled expertise in this field and our love of print. Our clients range from Netflix and Amazon Studios to leading publishers such as Abrams Books and Laurence King. Previous clients have included Google, Microsoft and Levi's.

You will be working on projects involving world-class writers, artists and filmmakers, with responsibility for ensuring that we deliver the most premium editorial and creative execution in the industry – on time, on budget and beyond our clients' expectations.

You will liaise extensively with the editorial and design teams, authors, illustrators, picture libraries, proofreaders and printers. You will also manage the client approval process.

Complex project-management experience within the publishing industry is essential. You will be responsible for projects ranging from definitive 200pp+ highly illustrated monographs to high-profile Emmy Awards print campaigns.

*TCO is committed to being an equal opportunities employer and cultivating an inclusive and diverse culture where every team member is valued, where our differences are celebrated and where all voices are heard. We are especially keen to work with talented individuals who bring their unique perspectives to their work, and welcome applications from underrepresented groups in book publishing.*

## **EXPERIENCE**

Demonstrate management and delivery of a wide breadth of projects within the last 3 years with a willingness to learn plus the following:

- Strong understanding of the publishing industry, including a good knowledge of print production.
- Ability to navigate and manage corporate clients, including book publishers.
- Direct experience of book production and working with designers, editors, authors, printers - producing complex, illustrated projects
- Multi-tasker. Proven ability to juggle multiple priorities, plan ahead and hit deadlines. Uses resources effectively and efficiently.
- Excellent verbal and written communication skills – able to express views clearly and succinctly in a variety of communication settings and styles.
- Strong all-round project manager with experience in budgeting, knowledge of industry rates, scheduling and producing print publications (producing digital campaigns and video experience is a bonus but not a prerequisite).
- Ability to execute projects and ideas, ensuring the vision and approach is delivered within budget.
- Highly organised with faultless time-keeping and admin skills - ability to marshal resources to get things done.
- Able to manage complicated budgets and liaise with providers and stakeholders to get best value.
- Creativity and problem solving. Ability to tackle challenges and seek out solutions.
- Proven experience of managing freelancers and in-house resources, both creatively and managerially, motivating them to do their best work.
- A true passion to deliver outstanding results with excellent attention to detail.

## **KEY TASKS / RESPONSIBILITIES**

- Project management (client liaison, managing production, scheduling, booking resource and managing budgets).
- Client liaison - either face-to-face, regular calls, emails - managing client approval processes.
- Team liaison - either face-to-face, regular calls, slack, emails - to manage client expectations, within budget and on time.
- Liaising with contributors on fees, terms and contracts.
- Liaising with printers during the entire project lifecycle.
- Oversee delivery of projects with the approval of the Head of Books across all key sign off points.
- Support Business Development by arranging creative treatments or production suggestions for future projects – either using in-house Creative and Editorial resources or sourcing ideas from our pool of freelancers.
- You will work across all scheduling, budgeting and reconciling for all of your own projects. You will also need to be in regular contact with both the Head of Books and Design Director across all aspects of your projects.
- For our retained clients, you will support the project with effective management of weekly meetings and providing regular reporting on the performance of our content and cash flow/time remaining on budgets.

This is a growing area of the business, but sits within our wider creative agency and production team. As such, occasionally you may also:

- Assist on other agency projects.
- Providing timely and accurate budgets and production schedules for future projects.
- Research and identify potential new clients.

Please send cover letter and CV to [jobs@tcolondon.com](mailto:jobs@tcolondon.com)

To be considered for this role, candidates must be eligible to live and work in the UK. Whilst every effort is made to contact everyone who applies, due to a high number of applications we are unable to give individual feedback to those who are unsuccessful.