



Job Description: Producer

What's InterEcho?

InterEcho is a specialized agency that helps marketers and advertisers transcreate their campaigns and creative content into other languages. This process yields foreign language content that feels authentic and local in the target market. We avoid literal translations at all costs. Global advertising agencies and large brands turn to us to properly adapt their content so they can effectively market their products and services in new countries. We translate and produce everything from TV commercials and social media campaigns, to websites and mobile apps in over 60 languages.

We're looking for a **Producer** who is passionate about advertising and international marketing. We need a candidate with strong skills sets in project management, budgeting, negotiation, and vendor management as our agency expands.

What Will I Be Doing?

Producers manage all tasks associated with the production of foreign language content. The following are a few examples of assignments you'll be asked to tackle:

- Selection of and negotiation with linguists and global production resources
- Project budgeting to ensure profitability
- File preparation and placement of assets and work requirements with resources
- Ensuring all steps in our quality management process are followed
- Building and maintaining strong relationships with linguistic and production resources
- Identifying new resources when required
- Providing best-in-class client service when dealing directly with accounts.

What Experience Do I Need to Have?

- Bachelor's Degree from an accredited university
- Exceptional Time Management and Strong Attention to Detail
- Budgeting and Scheduling
- Vendor Negotiation
- Relationship Management
- Problem Solving and Resourcefulness
- Analytics and KPI Reporting
- MS Office Suite

What Might Put Me Over the Top?

- Fluency in another language
- Experience with Localization technology (e.g. memoQ)
- Adobe Creative Suite experience
- Video or audio editing experience
- Previous ad agency, production company or localization experience

Where Will I Work?

Los Angeles Headquarters (Miracle Mile)

I'm Interested! What Do I Do Now?

Hit us up at joinus@interecho.com

InterEcho is an equal opportunity employer.

We offer competitive salaries, quarterly bonuses and a comprehensive benefits package.