



Job Description: Associate Producer

Do you have a passion for advertising and international marketing? Are you ready to work on content that will be seen across the globe? Join our small-but-mighty and collaborative Los Angeles team and work with people all over the world!

What's InterEcho?

We are a specialized agency that helps marketers and advertisers transcreate their campaigns and creative content into other languages. Transcreation is a creative and challenging process that avoids literal translations and, instead, yields foreign language content that feels authentic and local in the target market.

Global advertising agencies and large brands turn to us to properly adapt their content into other languages 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.

As our agency grows, we need an **Associate Producer** who excels in project management, scheduling, and vendor management.

What Will I Be Doing?

Associate Producers work in close collaboration with production resources to coordinate and execute projects. For example, you will:

- Build and manage production schedules to ensure project deadlines are met
 - Manage project budgets to ensure profitability
 - Identify new linguistic and production resources when required
 - Ensure all steps in our quality management process are followed
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What Experience Do I Need?

- Bachelor's Degree from an accredited university
- Exceptional time management skills
- Strong attention to detail
- Budgeting and scheduling
- Relationship management
- Problem solving and resourcefulness
- 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
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What's In It For Me?

- Competitive salary
- Quarterly bonuses
- Comprehensive benefits package
- Paid time off
- Dynamic and laid-back office environment

Where Will I Work?

Los Angeles Headquarters (Miracle Mile)

I'm Interested! What Do I Do Now?

Hit us up at joinus@interecho.com