



Design & Development Coordinator

About WMA

WMA exists to create impactful results for its partners across the digital space. We connect brands, artists and audiences through the convergence of digital media, from music and entertainment, to lifestyle and technology.

The WMA network is highly experienced and extends globally, with bases in London, New York, LA & Nashville to provide a fully integrated digital service.

By building strong relationships and original engagements, we work to create something truly memorable for our clients.

Current clients: Universal, Sony Music, Vevo, Netflix & Disney.

The Role

This role will be focused on scheduling and managing the delivery of Design & Development projects for a variety of WMA clients and for internal projects also.

A key responsibility of the role is to liaise with clients and manage the day to day communication during planning and delivery of campaigns, gathering the necessary assets and providing effective feedback to the rest of the internal team.

The role also involves regular communication with internal stakeholders across the business to drive smooth project delivery.

Reports into the Global Director of Design & Development.

RESPONSIBILITIES

- Project management of WMA design and development projects, from client brief to delivery
- Account management of a range of WMA's clients ensuring we are offering the best possible service
- Project scheduling for the Design & Development global team.
- Liaising with internal teams at WMA (both in London and globally) to ensure smooth project delivery
- Keeping track of capacity across the D&D team, assigning tasks across the team and maximising output and efficiencies
- Collating feedback from clients and internal stakeholders and driving a continual cycle of improvement

SKILLSET

Candidates must demonstrate:

- Creative flair with an eye for detail and the drive to achieve the highest possible standards
- Excellent organisational & planning skills
- The ability to prioritise and juggle multiple projects at once
- Excellent communication skills, both verbal and written
- The ability to anticipate and respond to client's needs
- Self-motivated completer finisher
- Great relationship building skills
- Effective influencing skills & ability to work with a broad range and level of people
- Team player who thrives in a high energy environment.
- Confident in handling objections positively and adept at finding resolutions
- Commercial awareness & budget management

Education & Experience

- Proven experience of project and account management in an agency or similar
- Proven experience working with a Design & Development team

WHO WILL YOU BE WORKING WITH?

- The global Design & Development team
- The wider WMA teams: Publicity, Social, Strategy, Partnerships, Digital Advertising & Film & Photography.
- WMA clients - brands, artists, labels & artist management

WHAT WILL YOU LEARN FROM WORKING WITH US?

- Experience of working within a vibrant growing creative agency
- Experience working alongside a variety of digital disciplines
- Experience of working to an agreed brief, timeline and budget
- Experience in creating first class digital marketing campaigns
- We never want you to stop learning so we actively encourage our teams to innovate and up-skill
- We actively support growth and development

Start Date

Spring 2019

Salary

Dependent on experience