

# CREATIVE PRODUCER

The Creative Producer role focuses on delivery of events, mailers and activations for major brand and high-profile clients. The role will take responsibility for both event logistics and creative on projects of varying sizes and be responsible for on-going client account management including securing new commercial opportunities.

## ABOUT US

We are a new-generation, multi-discipline, experience design studio... and if you were wondering what that actually means; well, we create brand experiences which dabble in food and drink, crafts, set design, aquatic plants, sandcastles, flower pressing, glass blowing (you get the idea) to build unique experiences, that matter.

We do not believe in "one size fits all" propositions and think that good design doesn't always have to be serious to get serious results.

We work with commercial brands to produce experiences which crescendo their marketing calendars. We love what we do and that passion shows right through the design process and into all physical touch points. We join the dots between an array of talented people to create immersive experiences, whether that's a mailer on your doorstep, a VIP retail workshop or an all singing all dancing event! Our clients include big names such as John Lewis, Estee Lauder, Longchamp and Selfridges.

We are SO proud to be B Corp certified. We are part of a growing group of companies championing conscious business practices by prioritising purpose as well as profit. B Corp (in a nutshell) envision a global economy that uses business as a force for good! Pushing for positive change has been a critical part of our company's growth and success – if we can make it better, more robust and more green - we will. Now we are certified our aim is to be the very best creative partner for brands that want to achieve fabulous creative but not at the earth's expense.

We are a young team based in Central London who put people first and promote a friendly atmosphere. We work hard, we've got each other's backs, we like to have a laugh, and ultimately, we are looking for strong teammates who are looking to build upon the successes we have already had and takes us to new lofty heights!

Heaps + Stacks is an equal opportunity employer, committed to creating a diverse and inclusive environment, where all applicants will receive equal consideration regardless of race, ethnicity, religion, gender, sexual orientation, age or disabilities.

## OUR VALUES

- **IMAGINATION** - We dream big
- **JOY** - We believe in the power of fun
- **PROGRESSION** - We never stand still
- **CARE** - We are considered

## WHO YOU'LL BE WORKING WITH:

- Internal: CP will lead on day to day management of their direct reporting Jr staff within the team, being accountable for their performance and providing them with learning and development opportunities
- External: Various client teams, including senior level clients and directors (CP will often need to lead on meetings with support from JR staff). Suppliers who need specialist and experienced knowledge and who are integral to activation success such as set build, lighting, tech, stylists etc
- Line manager: CP will report into the Creative Project Director and Company Director to feedback on day to day successes, developments as well as any challenges along the way.

**WHATS EXPECTED:**

- The role is 'end to end' from brief, pitch and throughout the project lifecycle from development to delivery
- The role is client facing & requires excellent account management skills to maintain and build client relationships
- Identifying appropriate on brand and on budget venues
- Developing creative from mood boarding to set design and dressing
- Planning and producing a variety of events ranging from small workshops to larger experiential, press days, product launches and mailer activations
- Assisting on some elements of marketing, PR, branding, trade shows to promote Heaps + Stacks
- Capturing, interpreting and responding to briefs
- Developing workshop and event concepts and designs
- Creative proposal writing and presentations
- Guiding the creative development of the project from the mood and atmospherics to the set build and finishes
- End to end project & budget management, on and offsite
- Managing and briefing support staff, stylists and content teams
- Styling, prop making and prop sourcing
- Admin and account management
- Talent booking - artists, influencers, special acts etc
- Negotiating with and co-ordinating suppliers
- Networking across the account and developing sales opportunities with previous clients and growing exiting accounts
- Aid with marketing via newsletters, video creation, photography, social ads, social media

**WORKING WITH US:**

To succeed here, you have to love working at pace. It's relentless, but we love it. Change is a certainty – you need to adapt and be agile. We want you to challenge the status quo, innovate and be open to trying new things. We're always pushing boundaries. We empower our people, giving them freedom and autonomy to learn and grow in their roles. We're passionate, agile, creative and one team.

**MORE ABOUT YOU:**

In addition to a proven track record of excellent client account management. You will be able to demonstrate considerable experience in:

Supplier Management

You will have managed third-party suppliers (i.e. promotional staff, artists/specialists, Venue contracts) and external freelance support whilst demonstrate extensive knowledge of the events industry (venues, caterers, launches, experiential and promotional events).

Project Management

Writing compelling presentations, producing schedules and itineraries required for event delivery  
Financial control and management of large-scale logistics budgets (e.g. between £5k and £300k)

- In depth experience as an event producer within a similar size & quality organisation
- Expert knowledge of all event elements including managing the process and timeline, venue sourcing, food and beverage, staff management and transport
- Proven capability to input into projects budgets; up to £300,000
- Third party supplier management including managing relationships
- Team leadership experience, ability to line manage, mentor team members and motivate jr team members
- Strong communication skills, both written and oral
- Resilient under pressure with the ability to maintain a high level of accuracy & adhere to high standards of quality when working to tight deadlines
- Proficient and experienced user of Microsoft Office suite is essential, particularly Word, PowerPoint & Excel
- Strong track record in very detailed experimental events for high-profile brands
- Excellent planning, organisational and prioritisation skills

- Add to the supplier data base with interesting artists and designers etc
- Actively help with new business via send outs, meetings and pitches
- Have excellent communication & presentation skills (verbal and written) and proven ability to manage client expectations and ensure exceptional levels of service quality
- Be able to travel Vauxhall when required and able to work unusual hours if required
- To have a cultural/social understanding of what's relevant for each brand we work with
- Have an interest in sustainability, materiality and look at experience production with a future focused and environmental lens

## WHAT YOU MIGHT HAVE DONE BEFORE:

To be considered for this position we are looking for candidates with 4 years min experience working within an event or experiential agency. We are looking for experience in delivering integrated campaigns involving events, knowledge of the whole creative process and the ability to interpret a brand and develop creative concepts.

## WHY JOIN US?

- **Flexi working times and working from home** – The team can work their 7.5 hours with a start and finish that suits them, we are also flexible to work from home or wherever best to get the jobs done to the highest standard. This is completely up to the team member to decide on their own accord but of course altered working hours must not disrupt the wider team or the paying client.
- **Collaboration** – as pretty much all of our projects include site visits, physical items, office deliveries, face to face brainstorming etc we do recommend 2-3 days per week in the office per week to get the best results. This is recommendation only and will vary from time to time, week to week.
- **We have meeting free Fridays** to give the team time to wrap up their work as well as a good amount of time, uninterrupted to get stuck into deep work.
- **Training** – We are proud to offer training to all employees including group training days with varying themes and topics as well as offering employees further training to upskill for the maximum value of £500 per year.
- **Duvet Days** – Our team have 2 duvet days per year. A duvet day is a day that you can take off without notice in advance. They can be taken whenever you need a day off due to mental health and you haven't already requested annual leave.
- **Reading week** – We're big on learning and development at Heaps + Stacks so in January we host an annual 'reading week' where we have half the week off to get stuck into business books (bought by the company), or just any book really that will strengthen what you do and how you do it!
- **Volunteering day** - We offer employees up to 2 days per year of volunteering on company time, and the company donates £10,000 to charities every year.
- **Holiday** - we offer 25 days annual leave per year and after an employee has completed two years working at Heaps + Stacks you are entitled to one day extra holiday per year for each additional year of service, capped at a maximum of 30 days holiday per year (excluding Bank Holiday and National Holidays).
- **After three years of service with Heaps + Stacks**, employees are entitled to a one off, £1000 bonus
- **After five years of service with Heaps + Stacks**, we offer employees the opportunity to take a one month fully paid sabbatical
- **Mobile phone allowance** – Each month we will pay £20 towards your mobile phone bill. There's nothing you need to do, this will be added into your pay each month.
- **Cycle to work scheme** – We offer the cycle to work scheme, which allows you to obtain commuter bikes and cycling accessories through Heaps + Stacks, whilst spreading the cost over 12 months and making savings through a tax break.
- **Maternity** - We will pay enhanced maternity/adoption pay if you have been employed with us for 37 weeks at the 15th week before your Expected Week of Childbirth. The pay is broken down into:
  - Twelve weeks full pay
  - Followed by six weeks half pay
  - Followed by fifteen weeks off Statutory Maternity Pay flat rate.
 Any employees returning back to work at Heaps + Stacks after maternity or adoption leave will receive a one off discretionary welcome back bonus
- **Expensed Gallery Trips** – We offer each team member £25.00 to expense for a visit a gallery or exhibition every month.
- **Good Egg** - At the end of the month the team vote who has gone above and beyond that month and whoever gets voted the most gets a voucher for Selfridges.
- **Work Abroad** – Up one week per year to work aboard, as long as it doesn't cause stress to the team! (Full T&C's to be confirmed if successful)
- **You Move, We move** – We want our team to feel settled. So if you're moving house, you can book one van per year on us! (Full T&C's to be confirmed if successful)
- **Spicy & Spiritual** – Every other month will be either something spicy or spiritual so we'll go for a group curry OR we will have a spiritual treat in the office which could really be anything but angel card reading, crystal/spiritual healing are just to name a few!
- **Craft club** – On the first Tuesday of each month in the office we hold crafty workshops (with beer & pizza) It's an opportunity for us all to share skills, learn a craft and have a laugh. Each session is run by a different person - the workshop can be anything - the more weird and wonderful the better.

- [Quarterly team lunch, Thursday drinks and lots of snacks](#) – Every quarter we will have a team lunch together in the office and every Thursday from 4pm our drinks trolley is open serving alcoholic and non-alcoholic drinks! Oh, and we have a variety of snacks in the office too!
- [Bonuses](#) – We also offer a range of bonuses to employees including introduction, performance and new business bonus. Full T&C's will be given to all successful candidates.

### RECOMMEND A FRIEND...

If this role isn't quite right for you and you know someone who might be a good fit, all successful introductions that end in employment will benefit from an introduction bonus of £1000 for initial successful placement and £500 when they pass their probation.