



**Job Title:** Creative Production Manager

**Overview:**

We're building an epic social media content studio and need a super organized and driven force to help us execute production for our clients at the highest possible level. Do you love social media, content creation and being the person that makes it all happen?...then we need you!

We're constantly bringing on new clients with growing content capture needs, and we're also looking to level up our production offerings across the board. This includes leading pre-production, on-site coordination, some client-facing communication, and more. We need a first-class production organizer, someone who's not only detail-oriented and proactive, but also quick on their feet and ready to improvise to make great content happen.

Maverick Content Studio is a social and content agency helping the world's best brands engage the next generation of fans. We fundamentally believe great content can build a brand. Come help us entertain and build raving fans for our awesome clients. 🚀 🧑‍🎤 🎨

**THE WORK:**

- Serve as the on-site production representative for Maverick content shoots. This includes acting as the point of contact with locations and ensuring the crew is in the right place, with everything they need to execute smoothly.
- Lead all pre-production efforts, including creating call sheets, securing location permits, and booking/managing freelance crew.
- Work with the Creative Director to manage production calendars and coordinate weekly shoots across multiple clients.
- Oversee post-shoot content delivery and asset management, ensuring all captured media is properly organized, backed up, and delivered to the appropriate teams for editing and distribution.
- Participate in monthly creative kickoffs to stay aligned with project vision and strategy.
- Manage production budgets for each shoot, track expenses, and ensure efficient use of resources.
- Proactively troubleshoot and resolve any issues that arise during production, using adaptability and resourcefulness to keep things on track.
- Stay current on social media trends and platform best practices to inform production strategy and elevate content quality.

**QUALIFICATIONS**

- 5-7 years of production experience, with time working in social media, and super plus if you have spent time in travel and hospitality.
- A diverse portfolio showcasing innovative, high-performing social and content production skills.
- Deep understanding of social platforms, storytelling formats, and audience engagement strategies.
- Exceptional communication and organizational skills, with the ability to work across teams and clients.
- Strong organizational skills to manage multiple projects in a fast-paced environment.
- Obsessed with speed and quality, able to push for great work while adapting to tight deadlines and evolving priorities.

#### **THE PERSON:**

- No ego - team players wanted!
- We need daily energy and positivity to do our best work
- Ambitious - doesn't need to have their hand held, self-starter
- Passion for social media, content creation, YouTube, podcasts and more
- Good natural communication and interpersonal skills
- Excited to tackle multiple projects simultaneously
- You love to push the boundaries of creative thinking and content
- Loves a scrappy startup fast-paced environment (not stressful)
- Some light travel may be required for client shoots

#### **WHY MAVERICK?**

- Comp: \$60k-\$75k Annually
- Flexible hours with an emphasis on a results-driven culture
- 4 weeks paid vacation + 16 paid Holidays
- Maverick HQ is in Winter Park, FL, you are welcome to come in the office anytime
- Annual home office reimbursement (\$500)
- Annual professional development reimbursement (courses, conferences, and more, \$500)
- Annual fitness and wellness reimbursement (equipment, shoes, membership, etc., \$500)
- Strong purpose-filled culture with regular team events and activities

**TO APPLY:** Head over to <https://tinyurl.com/Maverickcareers> and click some buttons!