



## Job Description

Job title:	Senior Producer and Edit Executive
Department/Brand:	Four Nine
Reports to:	Senior Creative Production Manager
Duration:	Permanent
Hours:	Full time
Office Location:	London, UK

## About Jungle Creations

[Jungle Creations](#) is an award-winning social-first publisher with offices in London and New York. The company owns and operates a number of hugely popular media brands that create and publish content across social media including; VT, Twisted, Four Nine, Craft Factory, Level Fitness and Lovimals, which together have amassed over 120 million followers. Jungle Creations exists to create ideas that get people to thrive online and in the real world. The business works with clients including the likes of Diageo, McDonald's and Unilever, to help them do the same, with the company winning The Drum's sought after 'Branded Content Team Of The Year' for the last four years in a row. Today the business has branched out into eCommerce with many successful ventures under its belt including Twisted: A Cookbook and Lovimals personalised pet apparel. Jungle Creations is also home to The Wild, an award-winning social-first creative agency that helps brands turn heads and make it matter, specialising in social media management, branded content, production, influencer, and performance marketing.

### Role Purpose

It's the Senior Producer and Edit Executive's role to ensure creative video concepts for the Four Nine community are executed to the highest quality and in line with the brand's style and standards. They will be tasked with editing, scheduling and publishing video content and building strong online communities through various social media platforms. They are responsible for developing and implementing the social media strategy on the Four Nine channel using insights and doing regular reporting to improve performance and meet revenue targets.

Furthermore, they will be responsible for sourcing content that is an excellent fit for the Four Nine brand, with the potential to go viral and appeal strongly to our audience.



The Senior Producer and Edit Exec should have an understanding of viral themes, trending topics and competitors' videos to ensure all targets are met to the highest standards. They are also expected to develop original content ideas for Four Nine and work with external creators on a regular basis. Furthermore, they should be involved in the ideation and pre-production stages of larger-scale original projects within the Four Nine team and help their peers in providing valuable insight and ideas into producing high-quality premium content. They should also have an excellent understanding of social analytics and insights across multiple platforms and be applying these findings to their creative approach.

#### Key Responsibilities

- Source, edit and schedule UGC content to a professional quality that drives views and engagement
- Ensure all content is in line with the Four Nine brand guidelines and company standards
- Have an excellent understanding of analytics and insights on various social platforms
- Produce weekly in-depth reports about performance, including stats, challenges and actions
- Thoroughly plan projects and manage own time effectively to ensure all deadlines are met
- Develop new content ideas for assigned Four Nine series and 'always on' series' and ensure this is consistent
- Work with the creator network team to drive forward Four Nines creator first formats
- Publish content to multiple platforms regularly
- Communicate clearly and effectively with their manager, other team members and other teams throughout the business
- Be a mentor to junior members on the team Four Nine team

#### Background and Experience

- Experience in generating organic growth on social media
- Editing experience
- An excellent knowledge of all social platforms
- The ability to source video content with the potential to go viral
- Has to be a highly organised individual who can manage their own time efficiently and effectively
- Excellent written and verbal communications
- A self-starter with a deep understanding of internet culture and social platforms



### Skills & Competencies

- An organised approach to multi-tasking and balancing multiple projects
- Can use at least two of the following editing software: Premiere, Final Cut Pro and Photoshop
- An excellent understanding of social analytics, in particular, Facebook and Snapchat
- Ability to manage own time efficiently and effectively
- Creative thinker
- Creative problem solver
- An eye for detail and viral trends
- Team player
- Passionate about creating video content
- Clear communicator
- Good organisational skills
- An ability to take on constructive criticism
- Ability to learn new skills quickly and efficiently
- An interest in social media and social media content

### Bonus Points

- Has previously built a social following on their own social platforms (YouTube, Facebook, Instagram, TikTok and/or Twitter)
- Experience in video licensing
- 

All employees are expected to comply with the company code of conduct, act professionally with colleagues, treat colleagues and the workspace with respect; It is your responsibility to ensure your behaviour, attitude and appearance always positively reflects Jungle Creations and doesn't do anything that would bring the reputation of the company into disrepute or cause a loss of confidence in its work.

Measures of success and key stakeholders:

Employees are monitored with bi-annual KPIs to measure their performance; these KPIs are made up of both skills and behavioural competencies. Jungle is committed to rewarding those employees who consistently exceed their bi-annual KPIs and will ensure those employees advance within the business.

KPIs:



- Edit, schedule and publish UGC and exclusive videos on Four Nine's various social platforms
- Ensuring you are always following brand purposes and guidelines and looking into trending topics and competitor videos for inspiration
- Develop and pitch well thought out and insightful ideas for assigned Four Nine original series and the creator
- Provide an in-depth insight into social analytics and insights to show improvement of revenue on these platforms
- Continue hitting weekly and monthly targets and ensure all projects are completed to a high and professional quality

Key stakeholders:

- This role will report to the Senior Creative Production Manager

## We want you to add to our culture

At Jungle Creations, we aim to ensure our workforce reflects the diverse society we live in. Our different ideas, our different perspectives and our respect for one another enables us to be innovative, creative and build a sense of belonging that actively encourages our people to add to our culture. We want everyone to feel that Jungle Creations is a place where they belong and that is the reason why we look for the cultural add, not the cultural fit.

## Our mission

*'We exist to create ideas that get people to thrive online and in the real world'*

## Our values

This is who we are. These qualities are the things we look for in new Jungle talent, the things we celebrate and reward our people for, and the things clients discover about us and our work.

## **Collaborate.**

Whether in a small or large capacity, every one of our departments work in collaboration with each other. Encouraging this total collaboration means our people can team up with ease, and create the perfect environment for idea sharing, creative thinking, and working closely with clients and partners alike.



### **Innovate.**

In a business and world that is forever changing, we pride ourselves on how agile and adaptable we are. Striving to experiment, take risks and be bold, Jungle celebrates how quickly its people can innovate and move with the times, ensuring we are at the forefront of change and the best in industry.

### **Champion.**

We champion our people, their ideas, and their differences. Our people respect one another and the things that make each of us unique. We aim to support all voices internally and reflect this in the work we do. We actively encourage our people to add to our culture and want everyone at Jungle to feel that they belong.

### **Post Covid-19 Plan**

We have carried out a full risk assessment and have moved to a permanent hybrid working system that sees staff split their time between the office and home (government guidelines allowing). Each team differs in terms of their in-office expectations so feel free to discuss this during your interview process.

Job Description