

\_ Job Description

# Senior Traffic & Studio Manager

StrategiQ

# Introduction

## Formal Job Title

Senior Traffic and Studio Manager

## Place of Work

Suffolk

## Type

Full Time, Permanent

## Line Manager

Chief Operating Officer

StrategiQ is an award-winning digital marketing agency and strategic partners for ambitious brands. We design our client's strategic roadmap and create the ideas that deliver results and drive growth. Founded in 2013, StrategiQ is a team of 55+ experts across our three studios in Suffolk, London and the Midlands. Every member of our team has a specialism, but they're all marketers.

## **\_ Our mission is to be the strategic difference**

Welcome to the world of us. It's a pretty special place to be. Full of exceptional experts. Good people and big energy. We're not here to tick boxes. We're here to be the destination agency for clients and the critical factor in their success. Helping shape their trajectory through expert insights and skilled execution.

**Shoulder-to-shoulder, Getting there together.**

## **\_ Our Values**

- **Courageous** - Always doing what's right, not what's easy.
- **Truthful** - Being honest. Being resilient. Being authentic.
- **Knowledgeable** - Industry experts, pursuing the master of our craft.
- **Limitless** - Challenging norms through infinite thinking.

## \_Role Introduction

As the Senior Traffic and Studio Manager within StrategiQ, you are responsible for connecting those receiving new client briefs with resource across the agency. You will create and own the agency resource schedule and work closely with the Directors and Heads of Department to make sure resource allocated matches the brief in question. You will coordinate subject matter experts across copywriting, design, video production and website development demonstrating a robust understanding of the processes involved. You will lead the weekly agency traffic meetings and align resource requirements with timings and budgets.

Your calmness under pressure and excellent communication skills will reassure and motivate the teams you work with, even when working to tight deadlines and managing a lot of briefs at once.

## Responsibilities

- Allocating resource to confirmed work across the agency
- Monitoring the progress of work and re-allocating when needed due to changing timelines
- Managing requests from various departments and balancing priorities
- Foreseeing potential delays and subsequent resource clashes
- Negotiating with internal departments to manage conflicting timelines
- Daily meetings to review progress and re-allocate resource to keep production on track
- Setting clear expectations and communicating changes regularly to the team
- Managing third party resource when applicable
- Ensuring processes are adhered to in order to create high quality work for clients and deliver work on time/budget
- Recommending and implementing new ways of working to streamline process and improve the creative development and production process

## \_Typical week

- **70%** - Billable work
- **20%** - Resourcing for for new business and marketing for StrategiQ
- **5%** - Training and development of processes and standards
- **5%** - Internal admin

## \_Role Metrics

**On time. On budget. Great work!**

- **70%+** Profitability on all projects
- **65%+** Billable utilisation

## **\_ Benefits**

- Flexible Working from home and our offices in London, Leamington and Ipswich
- Excellent onsite barista coffee and cafe (all offices)
- Inclusive fruit and hot beverages within the office
- Inclusive gym membership (Suffolk Office)
- Competitive salary
- 15" Macbook Pro, 27" Monitor
- 24 Days Holiday + 3 Days holiday between Christmas and New Year.
- Amazing clients across all sectors
- Annual employee awards
- Conference & training budget

StrategiQ is committed to equality of opportunity for all applicants of this role. We are looking to fill this role with a candidate physically based in the UK and within commuting distance of our three offices. Unless invited by a Director of StrategiQ, respectfully no agencies.