

Job Description: Production Executive

Salary: €26,000 - €32,000

Remote / Flexible Working

October 2022

Do you love spreadsheets?

Do you use colour coded gmail labels and have 0 unread emails?

Do you live and die by your schedule?

In other words, if you were a member of the Friends' cast, would you be Monica?

If you've answered yes to the above – we have the role for you!



We are looking to recruit an uber organised Production Executive with a passion for the not-for-profit sector to join our team.

This is a fantastic opportunity to join a high energy agency, work with some of the best charities in Ireland... and help to change the world just a little bit.

The Production Executive role supports the work of the client account team, acting as a key contact point for clients and leading on the administration, data, print and production of client campaigns.

We help some of the most important organisations in the country to raise the money they need to continue their astonishing work. Which means hard work and high standards in everything we do. But we reward people who put the effort in and achieve successful outcomes.

Conditions of Employment

Contract: Permanent, subject to performance. A probation period of six months will apply, which may be extended upon review.

An attractive salary commensurate with experience and in the range €26,000 to €32,000 will be offered to the successful candidate, depending on experience specific to this role.

Ask Direct operates a performance-related bonus scheme. If you contribute to our success as a company you'll share in the rewards.

Employees are entitled to be enrolled in Ask Direct's pension scheme. Ask Direct matches employee pension contributions up to a maximum of 5% of salary.

Hours of work: 35 hours per week. As work is deadline-driven you will need to be flexible and can expect that there may be some evening and weekend work.

We operate a flexible working policy with a high degree of autonomy. [You can read more about it here.](#)

Unless there is specific work which requires being present in the office, or with a client, and with due regard for our obligations to our clients and to our colleagues, on any given day people may choose to work from home, from the office, or from an appropriate remote location.

We strive to be a family-friendly workplace. We are happy to consider flexible working arrangements.

Annual Leave: 25 days plus Good Friday & Christmas Eve.

Ask Direct has been Silver accredited by Investors in People for high performance in people management.

Some of the Key Benefits We Offer:

- Highly flexible remote working.
- 25 days holidays plus Good Friday & Christmas Eve.
- Competitive salary with matched pension contributions.
- Paid sick leave.
- Annual bonus scheme.
- A supportive learning environment and paid-for professional development.
- The opportunity to work with a wide range of clients on exciting campaigns.

Person Specifications

Ask Direct is a small, dynamic company. The good news is that this means there'll be plenty of opportunities to learn and develop new skills. On the other hand, you'll need to be flexible and you'll be expected to get stuck in and do whatever tasks are required to ensure that projects are completed on time and to the highest levels of quality.

You should have at least one year's experience in a production, data or marketing role. You must have excellent attention to detail, be computer-literate with excellent writing and numeracy skills and be comfortable analysing and managing data and databases.

While this is an agency entry level role, a demonstratable understanding of direct marketing, experience working in an agency, in a direct marketing or production environment would be a distinct advantage.

The following attributes are essential:

Number 1 – problem solving. If you've got number 1, the remaining 10 should be no problem! (dogs and cakes are more desirables!)

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Application Process

Please read the application instructions carefully.

To apply, please send a CV to Mar Radford, mar@askdirect.ie together with a letter of application outlining:

- Why you'd like to work for Ask Direct,
- Why the Production Executive role appeals to you and
- How you'd contribute to the company.

The title of the role should appear in the subject line of the email along with your name, and both your CV and letter should be an attachment to the email in PDF format.

Applications close on Friday 11 November 2022 at 5pm.

Late applications will not be considered.

Interviews will take place w/c 21 November 2022.

About Ask Direct

Ask Direct is Ireland's leading individual giving fundraising agency. Since 2006, we have been providing some of the best and most dynamic non-profits with strategic advice and creative campaigns to help them recruit tens of thousands of new supporters and raise millions of euro.

Our vision is to inspire as many people as possible to take action for the causes they care about, because we'll only get a better world if people give their time, money and voice to build it.

We work with organisations on insight, ideas and execution that result in more people, taking more actions to create more impact.

We aim to build successful and profitable relationships with clients by hiring only the best people to deliver the best expertise.

Our current and recent clients include, Arthritis Ireland, Barnardos, Cork Simon Community, Dogs Trust, Friends of the Earth, Irish Council for Civil Liberties, Irish Guide Dogs, Jigsaw, GOAL, Labour, LauraLynn, The Mater Foundation, National Women's Council of Ireland, South East Simon and Threshold.

Job Description

Role:	Production Executive
Reports to:	Production Manager
Closing date:	Friday 11 November 2022
Interview date:	w/c 21 November 2022

Purpose:

The Production Executive supports the work of the account team, acts as a key contact point for clients and leads the administration, data, print and production of client campaigns.

Responsibilities:

1. Campaign Support

- Work with the account teams to deliver fundraising programmes and projects for clients.
- Act as a day-to-day contact for clients during the production phase of campaigns.
- Provide data and production input into the development of campaigns.
- Attend and input into client meetings and presentations as required.

2. Print, Production & Quality Control

- Work with the account teams to ensure campaign production is managed to the highest possible standard and in line with Ask Direct's production and quality control processes.
- Negotiate, secure and review quotes from suppliers and monitor print and production costs to ensure jobs come in on budget.
- Cultivate and manage third party suppliers such as printers and mailing houses.
- Provide quality control for print and production work including checking and approving artwork, print proofs and data proofs.

3. Data

- Analyse and ensure client data meets campaign specifications, is accurate and on brief.
- Prepare data and production briefs.
- Lead on all data management with third party suppliers.

4. Learning & Development

- Take personal responsibility for your own professional development.

5. Supporting Ask Direct's Values

- Approach all aspects of your work with passion and commitment.
- Consistently take a results-driven approach, both to clients' objectives, and our own.
- Carry out your work at all times with integrity and honesty.
- Continually strive to improve your knowledge and skills.
- Adopt an entrepreneurial mind-set, seeking opportunities for Ask Direct and our clients.

6. General

- Support the work of the Account Managers and Ask Direct team where appropriate.
- Carry out whatever other agreed tasks may be deemed necessary.
- Contribute to the creation of a positive working environment.

Frequently Ask Questions

What would my salary be?

The salary scale is €26,000 to €32,000. The salary offer will be based on your experience of this specific role. If you fit all of the criteria in the job description, have all the essential and desired attributes, and can hit the ground running, you would be made an offer at the highest end of the scale. If this is your first fundraising role, you've no direct marketing experience, and tick the box on some but not all of the attributes, you'd be offered a salary on the lower end of the scale.

What does a typical day look like?

One of the most asked questions and unfortunately the one we can't answer. No two days in Ask Direct are the same. You will be working on multiple clients, doing multiple campaigns and projects every day. You'll find every day different. But you can expect to be working on client care, scheduling, data, print and production, quality control and supplier management as an absolute minimum. You'll attend internal and client meetings, work with creatives, execute email and social campaigns. And did I mention data work? Lots and LOTS of data!

What are the progression opportunities?

If you look across our team, you'll see many staff who started out in other junior roles, each who carved out and grew in the areas where their skill sets were best placed. We've staff who've progressed to roles in creative, digital, research, management, etc. No two development paths are the same. Ask Direct rewards hard work and dedication. If you are a s**t hot Production Executive bringing your A-game consistently, there is no reason you won't continue to grow and flourish.

How often will I be expected to be available in-person?

So, while we've adopted a hybrid work model (remote first), our clients are our priority. A lot of our in-person meetings are led by their wants and needs. These are ad hoc and infrequent at the moment. But the expectation is that you would be available for these as often as necessary. You may also agree some additional face to face time with your team, especially in the beginning when everyone and everything is new. And we have full team meetings in person in our Temple Bar office once a month – but there is always lunch and drinks so it's worth the travel!

What's the best thing about working in Ask Direct?

Some will say the people – we're a close team who support and rely on each other. Some will say the flexibility in the way we work, which allows for family, babies, doggos and a better work life balance. Some will say it's the hectic pace and variety. No two days are the same. The one thing we all agree on is that we're making Ireland a better place to live, and that we're doing life-saving and life-changing work that needs doing. And we're doing this with a number of dynamic charities – and that feels pretty amazing.

Got another burning question not covered above? Drop our Director of Development, Inga Byrne a line at inga@askdirect.ie and she'll be happy to answer.