

POSITION TITLE: Executive Producer

WORKSITES: 4223 Glencoe Ave, Suite B127, Marina Del Rey, CA 90292
750 Grant Ave #200 Novato CA 94945

POSITION DUTIES: Perform production activity at Kiosk. Ensure alignment between security and privacy compliance programs including policies, practices, investigations, and to act as a liaison to the IT department. Responsible for EMEA client projects including developing software applications, websites and creative assets. Budget, plan and manage projects through their entire life cycle. Work with design and content teams as required to complete the project. Participate in ideation and content creation processes. Create, implement, monitor and update internal production processes and standards. Write proposals for new business including budget and schedule estimates. Assist in implementing company vision, values and strategy. Less than 50% travel to various client sites is required.

REQUIREMENTS: Bachelors in Computer Science, Information Technology or a closely-related field of concentration plus 2 years of experience in job offered or Marketing/Advertising, Production & Data Security - related occupation. Employer will accept any suitable combination of education and experience.

Experience must include 2 years of experience in: 1) Agile software development; 2) Managing clients in the EMEA region; 3) eCommerce development, CMS development including Wordpress, and web application development; 4) Directing technical, design and copywriting work; 5) Building websites and other digital content in the Education, Retail and Financial Services sectors; 6) Relevant legislation and data security standards for the protection of information and user data privacy such as GDPR (formerly the Data Protection Directive), PCI, HIPAA and NIST; 7) Software platforms and applications used to develop and manage websites and other digital content including Wordpress, Shopify, Adobe Creative Suite, G-Suite, Microsoft Office, InVision, Forecast, Harvest and Jira. 8) Developing and implementing production processes and standards. 9) Responding to Requests for Proposals and writing Statements of Work. 10) Budgeting and scheduling projects.

HOW TO APPLY: Send resume **by mail only** to:
Kiosk, ATTN: HR, 750 Grant Avenue, #200 Novato, CA 94945