

Established in 1999, XYi Design is a London based agency with 25 years experience in the localisation of major international entertainment campaigns across both print and digital media. We work for some of the biggest film studios including Paramount Pictures International and Universal Pictures International.

We are looking for an Asset Manager to support both the print and digital department's by collecting, organising and distributing highly sensitive assets that have been re-purposed and localised in house for our main clients. You will learn the asset management systems and associated online platforms used for both Paramount Pictures and Universal Pictures to facilitate the smooth running of the Asset Management department.

This role would suit a confident, outgoing and organised individual with great communication skills and an ability to follow a structured process.

Job Spec:

- Downloading material from agencies / territories and checking files have been supplied correctly.
- Sourcing files and creating download links.
- Uploading and distributing a variety of material for the print and digital teams.
- Collecting, labeling and distributing assets internally.
- Liaising with each department, from project management to the artworkers ensuring everything is up to speed and any issues are flagged.
- Communicating with local territories.
- Keeping the Google Docs up to date.
- Creating and maintaining daily preview pages.
- Flight-checking files
- Digital PM support

Key attributes:

- Basic Dreamweaver
- Basic InDesign
- Basic Photoshop
- Google Suite
- Great communication and organisation skills
- Strong attention to detail
- Deadline driven