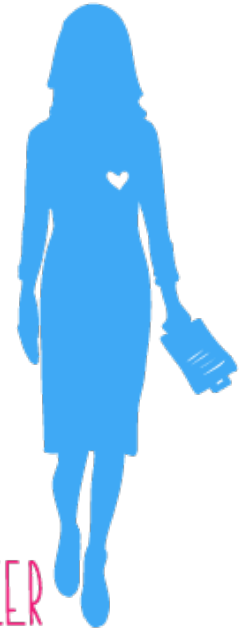


29 May 2014

## ABOUT 17 TRIGGERS

Based in Cambodia, 17 Triggers is a mix between a consulting, marketing, and innovation firm, which helps social enterprises, international NGOs, funding agencies, and foundations transform their programs to be dramatically more impactful. Working globally, our projects range from triggering millions of Indians to save more money to redesigning the way health care centers teach Cambodian mothers how to take care of their newborn babies, to training UNICEF Global on how to better sell toilets throughout the world. We do everything from research to strategy, program optimization, marketing, sales, training and monitoring. In other words, we're bit like a one-stop solutions shop but dedicated 100% to good causes.



## ABOUT THE POSITION

We are growing quickly and are looking for a Senior Producer to work alongside the Creative Director within our Phnom Penh office. You will be producing beautifully executed pieces of design, branding and interactive work for our development clients around the world. Organized, efficient and detail-oriented, you will have a strong background in either print, interactive or film production, and will manage project schedules, track deliverables and establish priorities amongst project deadlines.

You will be supporting a wide range of projects that may include health, sanitation, climate change, gender empowerment, agriculture, and human trafficking. This means you may be supporting projects focused on providing solar lanterns in Haiti, marketing toilets in Nepal, or creating strategies to help trigger the poor to save across Africa.

However, be warned: We are not looking for your typical 9-5 senior producer person. We are a nontraditional company and need people who dare to be different.

**Are you willing to get out of your comfort zone, grow, and reinvent the way you work? If so, then this may be the job for you.**

## WHO WE NEED

What is most important for us is finding excellent people who align with our values and are looking to do the best work of their careers.

### We believe in working with people who:

**Embrace change**— We're three years old but still have the energy of a startup. We're constantly evolving as a company so we need people who are willing to make things work better or try something different. We are always reflecting on how we can deliver more impact for our clients; but more than that, we're trying to help the international development industry work better. We want to do the impossible, and we need people who are constantly looking to experiment and find a better way.

**Know how to work hard and play hard**— We need people on whom we can depend to run with things and get stuff done, individually and as part of a team. This means being proactive, knowing when to lead vs. listen, being honest about what is possible in a day and having a great sense of humor throughout it all. We spend a lot of time together - on airplanes, on bumpy roads, and playing with sticky notes – fun and laughter is key.

We are ideally looking for someone who can start **early-July 2014** but will discuss options with the right person.

## RESPONSIBILITIES

- Oversee and be responsible for production proposals, pitches and SOWs delivered to clients;
- Work with project managers and creative directors to synthesize and deliver specific project needs and deliverables;
- Manage multiple projects with parallel timelines;
- Source and manage third party vendors to create project deliverables;
- Manage project timelines, budgets, and design / production resources to meet deadlines.

## REQUIREMENTS

- 5+ years of professional experience in print, interactive or film production / project management;
- Experience with delivering projects throughout the production lifecycle;
- Highly proactive, quick on your feet, and with a solution-driven approach to problem solving;
- Ability to manage scope (timelines and budgets) effectively and efficiently;
- Working knowledge of production and project management tools including or similar to Google Drive, Basecamp, Highrise, iWork (Pages, Numbers, etc.);
- Manage multiple projects with parallel timelines;
- Excellent communication skills (both oral and written);
- Ready to live in Cambodia for 2-3 years;
- Great attitude

## BONUS SKILLS

A skill in another area of our business, be it design, development, strategy or otherwise

## HOW TO APPLY

Send the following in an email to our HR Manager, Mrs. Jude Penpraze at [Jude@17triggers.com](mailto:Jude@17triggers.com) with the subject line, "I am your producer extraordinaire" no later than **Thursday 12<sup>th</sup> June 2014**.

1. **CV or Resume**
2. **A cover letter in the form of a one page (or less narrative) of what your normal workweek or day is like** (if not your current job, then your most recent job). What do you do? What are your responsibilities? Write this in such a simple way that a 10-year old could understand you.
3. **Portfolio or samples of work** you are really proud of (please send a link to download if the files are too big).

Priority will be given to local and regional applicants however international applicants are welcome to apply.

### THE FINE PRINT

Payment is dependent on experience and market rates (in Cambodia). To be frank, this means if you are applying from New York, London or another expensive city, your salary will likely be lower. That being said, we will offer a salary that gives you the ability to save some money while enjoying life in Cambodia.

Only selected candidates will be contacted. No phone calls please.