

JOB DESCRIPTION

January, 2009

Job Title: Assistant Producer

Company: Wowmax Media, LLC

Location: Torrance, CA 90501

Salary/Wage: -

Status: Full Time, Employee

Job Category: Assistant Producer for Entertainment Media

Relevant Work Experience: 3 to 7 Years

Career Level: Mid Level

Education Level: Minimum Associates Degree Completed or Equivalent

Job Description:

Wowmax Media, LLC is a "bridge" company that directly connects the North American and Japanese markets and businesses. Wowmax Media is a comprehensive production and marketing firm dealing with intellectual property. The synergies created by having a Japanese partner with direct contacts in Japan and the US, allow Wowmax Media to provide unique marketing and production services to companies and individuals engaged in this business in the US and Japan, including original writers, who create intellectual property, producers, investors, character and content licensing agents, licensees of characters for commercialization, and distributors, while concurrently pursuing the maximization of value. In addition to working with private companies, Wowmax Media is conducts consulting assignments for government agencies.

Wowmax Media, LLC is looking to hire an Assistant Producer who will have a variety of task assignments, including production, creative design, marketing, market research, and business development. The potential candidate will be involved with B2B domestic and international sales and marketing. We are looking for someone who is product-aware and able to effectively market intellectual products.

RESPONSIBILITIES:

- Assisting with productions of new Animation series
- Assisting with marketing strategy for new properties
- Preparing research material about various entertainment media
- Creating sales packages

- Developing promotions for upcoming properties
- Organizing and participating in conventions/trade shows
- Maintain communications with all interested parties
- Special projects as assigned

REQUIREMENTS:

- Minimum 3-7 years experience, preferably in entertainment industry
- Excellent interpersonal and communication skills
- Strong analytical and organization skills
- Self-starter, confident, and highly motivated
- Proficient in Word, Excel, PowerPoint, Access, Adobe Photoshop, and Illustrator
- Ability to work with a team and as an individual
- Ability to multi-task and meet deadlines
- Flexible in interacting in a multi-cultural environment
- Bilingual (Japanese and English)
- Knowledge of Japanese pop culture a plus

Interested candidates should submit their resume along with salary history to

info@wowmaxmedia.com

Please reference "Asst. Producer" in the email subject line. NO AGENCIES OR PHONE CALLS WILL BE ACCEPTED. EOE.

Contact Information:

company: Wowmax Media

Email: info@wowmaxmedia.com

For more information regarding Wowmax Media, LLC, please check

www.wowmaxmedia.com

Key word

Entertainment, Japan, Japanese, Animation, Cartoon, Anime, Manga, Publish, Media, Television, Feature Film, Movie, production, produce, marketing, research, producer, import, export, business development, bilingual