

Associate Director, Video Production Operations

Job ID
REQ-10053712

6月 09, 2025

USA

摘要

#LI-Hybrid

Novartis has a phenomenal opportunity for an Associate Director, Video Production Operations to play a crucial role in creating compelling multimedia content that resonates with audiences across various platforms. Video Production Operations is part of the Centralized Asset Services Team (CAST), designed as an “in-house” capability to support across all US-promoted brands, to ensure all related assets are delivered with compliance, and achieve measurable operational efficiencies, quality, and cost savings goals in the evolving needs of the business. This key role ensures Novartis' in-house service effectively and efficiently establishes all capabilities with consistent standards and processes that are fit for purpose.

This position is based in East Hanover, NJ and will not have the ability to be located remotely. This position will require 10-15% travel as defined by the business (domestic and/or international). Please note that this role would not provide relocation and only local candidates will be considered.

About the Role

Key Responsibilities:

- Lead governance, operations, and delivery of Centralized Video Production services, ensuring creative excellence and alignment with time, cost, and quality standards.
- Develop and execute video production strategies, enabling and overseeing live shoots, motion design, editing, localization, oversee freelance contractors, production staff, and teams across all stages.
- Serve as the point of contact for business, translating needs into solutions, managing risks, and ensuring timely, high-quality outcomes.
- Direct cross-functional, production teams across geographies, optimizing resource planning and fostering a high-performance culture.
- Own and enhance scalable video workflows and documentation, driving automation, compliance, and creative innovation through tool adoption (e.g., Digital Asset Management, automated routing platforms, video review platforms).
- Lead Video Production Operations, mentoring teams, promoting Novartis values, and offering strategic production guidance. Serve as a subject matter expert on production operations and provide strategic input on creative feasibility, vendor recommendations, and best practices.
- Champion continuous improvement, assess and implement tech solutions, and stay ahead of industry trends and best practices.
- Ensure performance metrics are met, with compliance to regulatory standards and proactive remediation planning.
- Manage project prioritization, resource allocation, and financial oversight to maximize agility, efficiency, and quality.
- Maintain compliance with healthcare content regulations (e.g., FDA, PhRMA), ensuring all content meets industry standards.

Essential Requirements:

- Bachelor ' s degree in arts or media production, or a related field. Additional certifications in video editing or production software can be advantageous.
- 5+ years ' experience in the area of video production/design/marketing/program management within creative /advertising/consulting agencies, In-House Agency or Marketing Department, including leading and managing service resource/people management/planning across multifunctional teams and complex matrix environments
- Demonstrated experience in healthcare, pharma, or other regulated industries with a strong understanding of content review, compliance, and version control
- Hands-on experience with project management and video collaboration tools such as Photoshop, Illustrator, Premier Pro, After Effects, Media Encoder, InDesign, Frame.io, Audition, Cinema 4D, Blender, Character Animator, Dimension, Animate, Mixamo, Firefly, DALL·E, Getty AI, Stable Diffusion, Midjourney, Runway, Altered, Colossyan and project management and content management tools
- Strong communication and problem-solving skills with the ability to lead discussions across creative, technical, and regulatory teams.
- Demonstrate leadership experiences and capabilities, including the ability to influence and collaborate with peers, develop and coach others, oversee, and guide the work of other colleagues to achieve meaningful outcomes and create business impact
- Relevant program/process/project management experience in managing large enterprise

- programs and teams across functions and locations in a matrix structure
- Past work reflects a track record of operational excellence, including financial and operational metrics and accountability
 - Able to thrive in a complex matrix organization, acting as a voice of discipline and structure, to enable the development and deployment of operational solutions that meet the needs of the business
 - Passion for building efficient systems and a user-first mindset that balances creative needs with operational rigor

Novartis Compensation Summary: The salary for this position is expected to range between \$152,600 and \$283,400 per year. The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors. Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards. US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

部门

US

Business Unit

Universal Hierarchy Node

地点

USA

状态

New Jersey

站点

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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