

Role Profile

Job Title: Production Manager

Level: Senior, Dept Supervisor

Department: Production

Contract: Project-based

Main purpose of the role

To work with the Producer, Line-Producer and in liaison with Department Leads & Managers to take responsibility for the management and scheduling of the studio floor through Pre-Production and Shoot to ensure the project is delivered on schedule and within budget.

To inform the Producer/Line Producer of any potential overruns/overages far enough in advance to allow time for adaptation of the production process and / or Creative in order to avoid over-runs and / or over-spends.

To be a part of the projects' culture and leadership team with the Line Producer, Directors and Producer with a view to managing the delicate balance of Creative, schedule, budget, crew and resource availability; as well as crew morale.

Duties & Responsibilities

This is a summary of main tasks and responsibilities and is not intended to be exhaustive.

- Responsible for the creation, implementation and management the shoot schedule in accordance with the long-term Production schedule set by the Producer / Line Producer.
- Liaise with HODs /departments to agree asset numbers / multiples and asset delivery schedules in accordance with the Shoot Schedule and Budget.
- Work closely with the Line Producer to keep all Heads of Department informed of any changes to the schedule and / or asset requirements.
- To liaise with the Line Producer regarding any schedule changes and / or additional crewing requirements to ensure they are reflected in and viable within the budget.
- To work with the Line Producer and VFX team to facilitate the delivery of assets in a timely manner required for post-production.
- Understand the Creative vision and ethos of the Production and ensure that is communicated to the crew and reflected in the planning and Production processes.
- To be responsible for the Directors time on the floor being used as effectively as possible, and that the teams / chosen Production processes are delivering in terms of the Creative vision, schedule and budget.
- In conjunction with the Line Producer manage the complexity analysis process in liaison with Heads of Department, with a view to finding the most economical methods of production - if required raise any specific concerns with the Producer.
- In conjunction with Line Producer set and report shoot rates for the Production.
- In the event that shoot rate targets aren't being hit or other schedule issues - be pro-active / solution focused in regard to how we address the challenges. Then with approval of the Producer and with support of Line Producer implement the changes into the Production process.
- With Line Producer share responsibility for hiring all studio production crew – creating job descriptions (in liaison with HR / Head of SMP) as well as interview and selection process.
- To take line management responsibility for the Studio Production Team and work with them all to ensure effective management of the day to day schedule.

- Overseeing any performance reviews / 1:1s requirements and implementation of training requirements for Studio Production team.
- To lead by example, be part of building a Production team who set the ethos and standard in line with the company values for the wider Production.
- Working with the Line producer to set up and run pre-production meetings as required.
- Responsible for ensuring company H&S policies are being adhered to in the studio.
- Ensuring appropriate RA's are in place to support studio activity and if required working with facilities to create new ones.
- To facilitate the delivery of agreed marketing and publicity materials from the Studio Floor, as well as support the M&L team with tours and press visits as required.

Responsible to: Line Producer

Responsible for: Studio floor crew including AD team, Studio space

Personal Specification:

- Proven track record in Production Management
- Stop Motion animation experience with long form projects
- Extensive experience in scheduling long form productions
- Proficient Microsoft word & excel skills (knowledge of movie magic a plus)
- A proven ability to complete script breakdowns
- Strong organizational and leadership skills
- Excellent communication skills
- Accountable
- Able to consider the BIG picture in thinking, planning and approach to the work