

## Role Profile

<b>Job Title:</b>	Puppets Production Manager
<b>Department:</b>	Puppets
<b>Contract:</b>	Project-based
<b>Pillar:</b>	Production

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### Main Purpose of the Role

To manage the day-to-day operations of the Puppet Department in support of the Head of Puppets. This role ensures that all puppets are designed, built, and delivered according to the agreed creative and logistical requirements (quality, timescales, and budget) of the production.

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### Duties & Responsibilities

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

- Assist the head of puppets with the creation & management of production schedules for the Puppet Department in collaboration with the Line Producer & Production Manager.
  - Develop and manage budgets with the creative supervisors, ensuring all creative requirements are achievable within these constraints.
  - Liaise with the Line Producer and company on recruitment and contracts for the Puppet Department.
  - Ensure effective communication within the Puppet Department and between this department and the broader production team.
  - Compile and track the legal clearance database for puppets and ensure that all production assets are logged and photographed appropriately.
  - To work with the Talent / Dept. Manager to ensure consistency and continuity within the department as projects and crew move through.
  - Work with the company archivist and supervisors to oversee the archiving of puppet production assets.
  - Observe the provisions of the Health & Safety at Work Act in both an employee and managerial capacity.
  - Understand and implement GDPR requirements relevant to the Puppet Department.
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**Responsible to:** Producer, Line Producer

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**Functional Contacts:** Head of Puppets & Team Leaders, Supervising Rigger, Production Manager, Animation Supervisor, Production Coordinator

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**Responsible for:** Puppet Wrangler, Snr Art & Puppet Coordinator

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### Personal Specification:

- Previous production manager experience (at the features level; minimum of 5 years production experience preferred, ideally in stop motion or CG/film/TV production).
- Excellent written and oral communication skills with a friendly manner.
- Strong (proven) scheduling and budgeting skills, with an awareness of managing resources effectively.
- Interest in developing managerial and leadership skills, leading by example.
- Excellent IT skills, particularly in Word and Excel; strong numeracy and organizational skills.
- Ability to prioritize and work to deadlines, with a proactive and enthusiastic approach.
- Must be able to work unsupervised and as an active and supportive member of a team, demonstrating initiative and problem-solving abilities.
- Strong attention to detail while maintaining a focus on the big picture; able to handle difficult situations diplomatically and confidentially.
- Ability to delegate tasks appropriately to manage workload effectively.