

Role Profile

Job Title : Production Manager / Floor Manager
Pillar : Production

Function of the department/section& main purpose of the role:

The Production / Floor Manager works closely with the Line Producer, HOD's, Production / departmental coordinators and floor crew teams to organize and manage the workflow to ensure the shooting schedule is run to maximum efficiency. Day schedules, weekly targets and overview department schedules and units' schedules must all be guided by the PM / Floor manager to ensure the project is delivered on schedule and within the budget allocated to the project.

Duties & Responsibilities:

- To work closely with the HOD's to create an overview shoot schedule that works within the budget and schedule. And to keep this schedule current to the ever-changing creative challenges that occur.
 - To work closely with the 1st AD to guide and manage the Floor crew and lighting teams to the ever-changing priorities.
 - To ensure production issues are fed back to Producer and Directors
 - In conjunction with the Line producer manage the complexity analysis process with a view to working with the HODs to find the most economical methods of production.
 - Working with the 1st AD to draw up standardized production guidelines with a view to enabling pre-set shooting rates and to ensure the production is managed to pre-set budget parameters.
 - To share responsibility for hiring all relevant production crew required and negotiate rates and terms as well as overseeing any performance review requirements.
 - To Build and nurture a positive can-do team working environment.
 - Working with the Line producer to set up and run pre-production meetings as required.
 - To liaise and provide man week information to the Line Producer and Production Accountant regarding schedule or build changes.
 - To suggest and as required implement solutions to any Production delays/budget overages in liaison with producers, Directors, and 1st AD.
 - To liaise on facilities and buildings, Health, and Safety issues with the appropriate people.
 - To take line management responsibility for the Floor crew and work with them all to ensure effective management of the day-to-day schedule.
 - To facilitate any scheduling of publicity requirements in liaison with the publicity department.
 - To assist in the development and implementation of training initiatives in liaison with the HR department and HODs and to assist with succession planning - with particular regard for maintaining and growing the production floor crew for use on future film projects.
 - To negotiate deals with external suppliers and facilities companies as required
 - To work with Line Producer to facilitate the delivery of assets in a timely manner required for post-production
 - Other duties as assigned.
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Responsible to: Producer & Line Producer

Responsible for: All Studio crew, Studio space

Person Specification (essential and desirable background, skills, and experience)

- Proven track record in Production Management and scheduling long form productions
- 5+ Years of Stop Motion animation experience with long form projects
- 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
- Must be solution oriented
- Ability to prioritize tasks at hand
- Must have a solid work ethic and positive attitude