

Role Profile

Job Title	:	Line Producer – W&G Special
Pillar	:	Production
Department	:	W&G

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

To work with the Producer to manage the W&G Special from development through production and into Post-Production. In liaison with the Producer to take responsibility for the day-to-day management of the production and finances to ensure the film is delivered on schedule and within the budget allocated to the film.

To inform the Producer / studio of any potential overruns/overages far enough in advance to allow time for moderation of creative ambitions / adaptation of the production process in order to avoid over-spends.

To be a part of the Production's culture and leadership team with Directors and Producer with a view to managing the delicate combination of Directors ambitions, budget availability and crew morale.

Duties and responsibilities

- To work closely with the Producer to help generate and keep updated the long term production schedules with a view to meeting previously agreed delivery dates.

This task provides each HOD/department its build/delivery schedule – numbers of multiples etc. which creates the backbone to the production process. This should accurately forecast the actual costs of a production versus the estimated cost of a production and be should be completed with every major redraft of the schedule or as requested by the studio. This document should provide the company with a visual representation of the importance of process and when to implement it.

- To manage the Pre Production Coordinator and agree Director approval dates for sequences scheduled for production
- Work closely with the 1st AD to keep all Heads of Department informed of delivery dates and any schedule changes. To ensure Story sequences are approved and other resources are ready on time.
- To work with the Producer to ensure the Directors' vision is clearly communicated to the crew. To arrange story reel screenings, presentations etc. to this effect and to ensure production issues are fed back to Producer and Directors

- In conjunction with the 1st AD to manage the complexity analysis process in liaison with Heads of Department, Producers and Directors with a view to finding the most economical methods of production.
- To draw up production guidelines with a view to enabling pre-set shooting rates and to ensure the production is managed to pre-set budget parameters.

This task will be redone on several occasions throughout the shoot as the actual shoot rates start to be established versus the estimates. This enables the studio and the production to realise the knock on effects of the current status of the production so avoiding over spends.

- To share responsibility for hiring all relevant crew required for the production. In liaison with the Producer, HR & Hod's to set job descriptions, arrange interviews and help to set and negotiate rates and terms as well as overseeing any performance review requirements.

Building the production team will establish the culture of the film and this role plays a primary role in establishing how that team work together under extreme stress and long hours. Building a team working environment is critical to the success of the production. .

- Working with the 1st AD to set up and run pre-production meetings as required.
- Oversee the voice casting process, both scratch and final. Including liaison with casting director, voice agents, recording studios and talent as well as overseeing contract generation.
- To provide HR and accounts with all relevant crew information and paperwork.
- To liaise with the Production Accountant regarding schedule changes and to re-budget accordingly in liaison with Producer.
- To meet regularly with the Producer and Production Accountant in order to monitor and control expenditure
- In liaison with the 1st AD work with all HODs and external suppliers to establish departmental budgets and to monitor expenditure in these areas
- To sign off orders and invoices to established budget as required.
- To suggest solutions to any production delays / budget overages in liaison with Producer, 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 Story and Edit departments as well as the Production office 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 a story and editorial function for use on future projects.

- To negotiate deals with external suppliers and facilities companies as required
- To work with the Producer to coordinate post production requirements for the film.

Responsible to: Producer

Responsible for: Story team, Edit team, Production office team

Person Specification:

A proven track record in Production Management
Animated Feature film experience
Extensive experience in scheduling and budgeting long format productions
Proficient Microsoft Word and Excel skills
A proven ability to complete script breakdowns
Strong organizational and leadership skills
Excellent communication skills

NB: This list is not considered final and other functions may be added at a later date in consultation with the candidate.