



Job Description

Job Title: Head of Production

Reports to: Denise Austin, Director

Location: Stevenage Arts & Leisure Centre, Lytton Way, Stevenage, Hertfordshire, SG1 1LZ

Role to include:

- Client Liaison on shoot
- On site management of Production Assistant and Apprentice
- Responsibility for the following on shoot – camera work, lighting, sound, interviewing, setting up and breakdown of equipment
- Creative input prior to shoot from client brief
- Editing as required – Adobe Premier
- After Effects creation
- Creating DVDs for clients – including DVD printing
- Exporting and uploading videos for clients to approve and final versions once signed off
- Quality control of all edited work prior to being sent to client
- Ensuring all equipment is prepared for transport in a timely fashion for a shoot
- Preparation of Shoot paperwork and documentation
- Post shoot feedback
- Ad hoc projects when required
- Experience with delivering broadcast – preferable but not essential

Attributes:

- Flexible
- Work well in a team
- Competent manager
- Work well under pressure and to deadlines
- Creative
- Courteous and presentable as part of role is client-facing
- Punctual
- Professional
- Clean UK driving license
- Experience in Production Management and Shoot Management

In order for progression:

- Show examples of creativity and initiative on projects
- Show sensitivity and compassion on shoots of a delicate and sensitive nature
- Show an increased understanding of the business, projects and clients
- Meet deadlines consistently

Assist Denise Austin in the streamlining of processes to increase the efficiency of the business

Salary – dependent on experience (inc. profit share)

Holiday – 22 days per annum plus bank holidays

Hours – 40 per week (TOIL at discretion of Manager, Denise Austin)