

AURORA MEDIA WORLDWIDE - JOB DESCRIPTION

Job Title	Production Manager
Department	Production Management
Main Purpose of Job	The role of the Production Manager is to oversee the Production and work alongside the editorial team to deliver the production on time and on budget
Reports To	Production Executive/ Head of Production
Direct Reports	Production Coordinator, Production Secretary (project dependent)
Indirect Reports	None
Salary	TBC dependent on experience
Hours of Work	Normal Business Hours whilst in office, changeable when on location (or as agreed, changes in working hours may be required)
Contract Type / Length	Permanent
Location	London / overseas trips

Job Responsibilities

- Creating and managing budgets from small one off shoots in the UK to large scale international multi event productions
- Working with the Production Executive/ Head of Production to ensure the production/ productions are delivered on time and on budget
- Liaising and negotiating with clients, suppliers and contractors to agree rates, dates and terms of engagement
- Overseeing the Production Coordinator and Production Secretary (as applicable to the production)
- Dealing with health and safety paperwork and liaising with third party suppliers both within the UK and overseas
- Managing the post production process

- You may also be required to carry out any other duties which are within the scope and purpose of the job.

Skills and Qualifications

Required

- Two years at Production Management level
- Experience of working on location on large scale live productions or events
- Familiar with working in fast environments and solving problems quickly and on the fly.
- Knowledge of the full post production process.
- Excellent excel / scheduling skills.
- Consistent ability to meet due dates and deadlines, whilst maintaining appropriate service levels and cost budgets.
- Willing to work on location
- Personable, calm in a crisis, super organised and great attention to detail .

Desirable

- Experience in sports programming .
- Experience of working with high end brands
- Good presentation skills.
- Trained on PMI

Aptitudes

- Team skills.
- Good client liaison and communication.

**Unusual Challenges or Circumstances e.g. shift(s)/ unsocial hours/
travel etc**

- Travel to worldwide events / client meetings
- Tight deadlines to meet, unsocial hours.