

PRODUCTION MANAGER

3 days a week, 6 months fixed term
Based in Edinburgh
£28,600 pa pro rata

SDI is looking for a sharp, efficient, well rounded Production Manager.

JOB SUMMARY:

To provide assistance to SDI Director and Exec Producers in the management and delivery of our new TV production initiative *Right Here* with BBC Scotland, and other SDI programmes.

You must be highly organized and a good communicator. You must be able to juggle people, timelines, spreadsheets, contracts, and deliverables.

We want someone who loves and breathes documentary and likes the idea of working with new talent supported by the initiatives.

Starting date: asap - 1 October 2019

Role Specification

Experience

Previous experience of working in film and TV production and broadcast delivery

Tasks:

- Liaison with directors/producers and senior production team
- Develops production budgets and schedules
- Approves locations, equipment, and other necessary resources
- Informs senior producers and Execs of production progress
- Makes changes to the budget and schedule as required
- Hires production crew, equipment, negotiates costs with suppliers
- Obtains any necessary approvals and risk assessment reports
- Supervises production team, including production coordinator, and other production office staffers
- Ensures the production complies with health and safety regulations, copyright laws, and insurance terms
- Handles any insurance issues which arise during the course of the production
- Delivery to Programmes to funder(s) including paperwork and final report(s)
- Delivery of Programmes to broadcaster including paperwork

Skills

- Strong Planning Skills
- Negotiation

- Management Skills
- Delegation
- Confidence
- Networking Abilities
- Leadership
- Decisiveness
- Budgeting Skills
- Excellent Knowledge of Excel
- Excellent Oral and Written Communication Skills
- Excel Organisational Skills
- Problem Solving Skills
- Risk Assessment Skills
- Production Knowledge
- Understanding of Human Resources
- Knowledge of Health and Safety Procedures, Including Basic First Aid
- Experience Working in Film, Television, or the Theatre, Degree in Business Management or Film Production. Business Sense,

Qualities

- Thinking on your feet and anticipating issues.
- Discretion when handling confidential matters.
- Excellent attention to detail
- Great finisher
- Flexible approach to work
- Confident and enthusiastic
- Good work ethic
- Have an interest in new documentary talent

TERMS AND CONDITIONS

Equal Opportunities

SDI is an equal opportunities employer. All staff members are required to adhere to the EO policy, issued on commencement of job.

Contract type: 6 months short term contract; 3 days a week;

Payment £28,600 annual (pro rata)

Location: Scottish Documentary Institute, Edinburgh College of Art EH3 9DF

Hours: 22.5 hours (3 days a week)

There may be evening, weekend and/or irregular hours during peak periods

Holiday entitlement

31 days per annum pro rata (including 8 Bank Holidays and 3 days Christmas Closure)

We are happy to discuss flexible working. Please indicate whether you wish to discuss flexible working, there is no obligation to do so at the application side, but it will be included as part of the discussion at the offer stage.

All applications are considered, and we encourage applications from under-represented groups.

If you require additional support in order to apply, or need to request this information in another accessible format, such as large print or a coloured background, please contact info@scottishdocinstitute.com or 0131 651 5760.

Application Process

Deadline for applications: **Friday** 20 September 2019 **noon**.

Interviews to be held: **Weds** 25 September.

To apply, please email jobs@scottishdocinstitute.com with **PRODUCTION MANAGER** in the subject line. You must include your **CV** and a **cover letter** (no more than 1 page) pertaining to your application.

About Scottish Documentary Institute

SDI has produced over a hundred films, screening in sixty countries worldwide, garnering international recognition as being at the cutting edge of the documentary sector. Bridging art and industry, SDI is committed to supporting authored films driven by content and emotional experience. Scottish Documentary Institute is a non-profit organisation, with charitable status, delivering development opportunities to Scottish-based filmmakers at all stages of their career. You would be joining this growing network of local filmmakers, during an exciting time in Scotland's film industry.