

Job description

Position: Production Manager / *Bainisteoir Léiriúcháin*

Reports to: Operations Manager / *Bainisteoir Oibriúcháin*

Purpose of the Position/ *Aidhmeanna an ról:*

The duties of this position include, but are not limited to, the below/ *I measc dhualgais an phoist, beidh ar an té a cheapfar:*

- ⇒ Responsible for programme content produced by Nemeton TV/ *A bheith freagrach as ábhar a léiríonn Nemeton TV*
- ⇒ Reading, researching and assessing ideas and finished scripts/ *Tograí agus scrípteanna a léamh, a mheas agus taighde a dhéanamh orthu*
- ⇒ Logging for documentaries/ *Loggáil a dhéanamh ar ábhar do chláir fáisnéise*
- ⇒ Assisting with development work with the CEO on documentary ideas/ *Cuidiú a thabhairt don Phríomhfheidhmeannach le forbairt smaointí*
- ⇒ Production Manager on series and one off documentaries / *A bheith ag obair mar Bhainisteoir Léiriúcháin ar shraitheanna agus ar chláir fáisnéise aonuaire*
- ⇒ Plan and execute scheduled productions/ *Léiriúcháin a phleanáil agus a chur i gcrích*
- ⇒ Assisting production team during live/studio broadcasts / *Cuidiú leis an bhfoireann léirithe ar chraolta beo agus stiúideo*
- ⇒ Write running order and show script for broadcast/ *Script agus ord reatha a scríobh do chláir*
- ⇒ Book analysts and talent / *Anailísí/ aoíonna a aimsiú agus a chur in áirithe*
- ⇒ Co-ordinate call times for all crew/ *Am oibre a shocrú do chriú*
- ⇒ Liaise with clients as necessary and develop a network of contacts/ *A bheith ag plé le cliaint agus líonra teagmhálaithe a fhorbairt*
- ⇒ Responsible for programme paperwork as required/ *A bheith freagrach as páipéareachas clár de réir mar a bhíonn gá*
- ⇒ Sharing ideas of where improvements can be made. *Do chuid smaointe a roinnt maidir le feabhsúcháin gurbh fhéidir a dhéanamh.*
- ⇒ You will secure your best efforts to extend and develop your knowledge of the Irish language and culture, including an active involvement in the company's Irish Language Plan./ *Do sheacht ndícheall a dhéanamh do chuid Gaeilge a fheabhsú agus suim a léiriú sa chultúr Gaelach chomh maith le páirt ghníomhach a thógáil i bplean teanga an chomhlachta*
- ⇒ Adherence to Nemeton TV's core values. *Cloí le luachanna an chomhlachta.*
- ⇒ You must adhere to Nemeton TV's policies and procedures including but not limited to Health and Safety, GDPR guidelines and Time and Attendance policies. All of Nemeton TV's policies and procedures can be found in our Employee Handbook. *Cloí le polasáithe agus gnásanna an chomhlachta chomh fada is a bhaineann sé le Sláinte*

agus Sábháilteacht, GDPR, Tinreamh. Tá gach eolas orthu seo le fáil i Lámhleabhar an Chomhlachta.

⇒ You will be required to carry out other duties as assigned by the Operations Manager./ *Tabhairt faoi dhualgais eile de réir mar a leagann an Bainisteoir Oibriúchain amach iad*

Experience/ Taithí:

- 2 years + experience in a similar role./ *2 bhliain + i ról ionann*

Personal Attributes/ Tréithe Pearsanta:

- **Passionate about sport**
Dúil mhór sa spórt
- **Excellent communication and interpersonal skills**
Sár-scileanna cumarsáide agus pearsanta
- **Confident team worker**
Muiníneach ag obair mar chuid d'fhoireann
- **Ability to co-ordinate requirements between production, contributors and crew**
Cumas combordaithe idir léiriú, rannpháirtithe agus criú
- **Understanding of various department needs and responsibilities, including health and safety**
Tuiscint ar riachtanais agus ar dhualgais ranna difriúla, sláinte agus sábháilteacht ina measc

Other requirements/ Riachtanais eile:

- Full clean EU Driving Licence / *Ceadúnas tiomána iomlán, glan AE*
- Working knowledge of Irish an advantage / *Tuiscint ar an nGaeilge mar bhuntáiste*
- Ability to work weekends and out of hours / *A bheith in ann obair ag an deireadh seachtaine agus taobh amuigh d'uaireanta gnó*

Key Interactions/ Plé rialta le:

Operations Manager/ *Bainisteoir Oibriúcháin*
Executive Producer / *Léiritheoir Feidhmeannach*

How to apply/ Déan Iarratas:

Please email your CV to hr@nemeton.ie by 12th August 2022.

Seol do CV ar ríomhphost chuig hr@nemeton.ie roimh 12 Lúnasa 2022.