

## Production Manager - Job description

**Position:** Production Manager

**Reports to:** Group CEO

### **Purpose of the Position:**

To oversee all planning and logistics in the company's Glasgow base.

The duties of this position include, but are not limited to, the below:

- ⇒ You will undertake such duties as are required of you by the company to ensure and support the smooth and efficient running of the logistical and planning support systems operated by the company, including but not limited to, office management, production co-ordination, internal technical and other facilities, information technology, outside broadcasts and web systems.
- ⇒ On behalf of the Group CEO you will act as Line Manager to a small team of internal staff including, but not limited to, Production Co-ordinator/s, Runners, Cameraman and Editors, and External Facilities Manager who will support you in your duties.
- ⇒ Ensuring the company's environmental sustainability policies and obligations are met by administering Albert submissions and thereby retaining required certifications.
- ⇒ You will co-ordinate the hiring of external operational staff, ensuring a co-ordinated & cost-effective approach to engaging freelance workers and external suppliers.
- ⇒ You will at all times liaise very closely with the Finance Department in all aspects of your duties, ensuring an effective cross-departmental approach.
- ⇒ You will be responsible for ensuring that all company camera and edit facilities are properly stored, maintained and organised in an efficient manner. You will report usage of all such facilities by internal staff/external sources to the Financial Controller at such intervals as are advised.
- ⇒ All activity must be carried out within the terms of risk assessment and in accordance with Health and Safety guidelines.
- ⇒ You will maintain a flexible and pragmatic approach to supporting the wider and cross-genre operational environment of the company.
- ⇒ As required, you will contribute to the research, development and production of programme ideas where you can.
- ⇒ You will research and consider appropriate awards for which the company can enter its programmes and thereafter co-ordinate the timely submission of entries.
- ⇒ You will secure your best efforts to extend and develop your knowledge of the Gaelic language and culture, including an active involvement in the company's Gaelic Language Plan and you will increase your knowledge of and involvement with the Gaelic community and the Sports and Entertainment industries generally.

**Key Interactions:**

Group CEO

Executive Producer

Series Producer

Financial Controller

All other members of the team

External Suppliers & Freelancers