



Production Manager

Full time position

The Production Manager is the individual who reports directly to the Producer and is the single individual who has the primary responsibility for the logistics of the production, from pre-production through completion of production. The Production Manager functions like an operations officer in running the production company.

Duties and Responsibilities-

During pre-production, responsibilities include supervising the recruitment of key personnel and services, and production organization for how to shoot the script and transform it into a movie/image/clip. The Production Manager plans start dates for everyone and everything, and monitors the budget in the lead up to shoot day. Production generally follows a rigorous schedule so the Production Manager is responsible for setting the rehearsal or shooting schedule, and ensuring that the entire project stays on schedule. This involves managing a variety of different groups and processes, and requires a careful attention to detail. The Production Manager facilitates casting, location scouting, set building and decorating, offices and stages, wardrobe, props, stunts, physical and visual effects, camera, lighting, rigging, transportation, cast, crew, travel, cast and crew accommodation, contracting of legal permissions and agreements, safety and risk management, prep and shooting schedule. In short, the Production Manager oversees the joint planning, negotiations, implementation and accounting for production. While often working on multiple projects simultaneously.

Skills-

Both creative and open-minded, a successful Producer is flexible and highly adaptable in a fast-paced, entrepreneurial environment.

Assertive and proactive, must work well under pressure and have excellent time-management skills. Producers are leaders, who can guide a project from start to finish and create quality results.

In addition to these general skills and personality traits, we are seeking Production Manager candidates with the following skills.

Core skills:

Ability to multi-task and process information efficiently

Strong interpersonal skills

Ability to communicate clearly and delegate projects over multiple channels (phone, email,



in-person)

Knowledge of production, camera operation, audio control, switching and directing

Ability to work flexible hours, under tight deadline pressure

Strong storytelling skills

Organization: This skill is repeated a lot throughout many different production roles, but I really cannot emphasize enough how important it is to be organized when you work as a production manager. Money is one of your main responsibilities and you cannot make mistakes when it comes to the budget. Do whatever it takes to make sure that you keep on top of all of your responsibilities. Multitasking falls into this category as well, if you can't juggle multiple tasks, this probably isn't the right job for you. Pay attention all the time, ask questions when necessary and organize things as you go.

Budgeting: The budget is at the core of production managing. Depending on when you join a production, you may be the one creating the budget and you are definitely going to be the one managing it. To be an effective production manager, you need to be able to create a budget. In order to make budgets you need to have a strong understanding of your industry. You need to know what things cost. Once the budget is created, you need to know how to manage it and make sure that you don't overspend. Track the spending as you go, do not wait until the end of a production. Make sure you know exactly where the budget stands at all times. You should try to commit a budget to memory as best you can, this way you can make decisions without always having to reference it.

Accounting: You will do a lot of the prep work for accounting. Invoices should all come through you; you code the invoices to the correct budget category. This goes back to being organized.

Leadership: As the production manager it is important that you can lead a team; you are not a one-person department. The production coordinator will report directly to you and help you with a lot of aspects of production. You will hire the majority of the crew and will be negotiating contracts throughout production.

Communication: Being a confident and clear communicator will save you a lot of time and trouble. Whether in person, over the phone or by email, make sure that you communicate in a way that is understandable and concise. You will be dealing with a lot of people in a lot of departments as the production manager and it is important to be a strong communicator. If you are shy or don't like talking to people, this is not the job for you. A large portion of your day is going to be spent talking to



people; make sure that this is something you are comfortable with.

Negotiating: As the production manager, you have to negotiate deals and contracts all the time. You have to be able to negotiate with people and work out deals. It is your job to spend the budget as wisely as possible; you cannot let people walk all over you. Negotiating smart deals and solid contracts is what can make you a sought after production manager.

Requirements:

- 3+ years experience in production, project management or planning
- Ability to communicate in English and Arabic
- Flexibility with working hours