

United Kingdom Jobs Expertini®

Production Manager

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Company: Prism Sport + Entertainment

Location: London Area

Category: other-general

Who we are: At Prism, we inspire growth for ambitious brands through sport and entertainment. For more than 30 years, we've made it our mission to engage audiences across the world's biggest sports, major competitions and bespoke experiences. We work solely for brands, and we are rights-holder agnostic, meaning that we won't compromise on driving the best results and ROI for our clients through their sport and entertainment partnerships. We are a close-knit, collaborative team with a unique and vibrant culture. Clients value our creativity, our innovative thinking and our strategic, insight-based approach to every challenge. With our HQ in London with offices in other key worldwide locations, we are proud to be a division of VML, and a WPP Group agency.

Who we are looking for: We have an exciting opportunity for a Production Manager to join our growing content department based in Central London. You will be an integral member of the production team, responsible for managing productions from brief to delivery, attending shoots in the UK and occasionally abroad. You will be part of a core team of passionate and talented producers, creatives, editors and content creators, working with brands such as Coca-Cola, Aston Martin F1, Canon, KitKat, McLaren Racing and more, across sport, music and entertainment. This role will involve working on multiple projects at once, overseeing a variety of aspects across the three stages of a production. This position provides extensive opportunity for growth for the right candidate.

Key Responsibilities: Production support for shoots in the UK and internationally
Drafting and tracking production timelines and schedules from brief to post-production, including time estimates and resource allocation
Creating and managing production budgets, invoices, and purchase orders
Overseeing bookings and

contracts of talent and suppliers
Licensing music, footage and imagery
Managing shoot logistics - call sheets, carnets, kit hires, filming licenses, travel itineraries, visas and permits, ensuring relevant production paperwork is in place
Overseeing edits
Managing crew, kit and supplier lists
Key requirements:
Relevant years' experience in a similar role within a production, creative/advertising agency or broadcast company
Excellent project management skills with a deep understanding of the production cycle
Experience in sourcing crew both in the UK and internationally
Great communication skills, with confidence and proven ability to engage and cultivate strong relationships with agency, crew, talent and clients alike
Creative mindset with an extensive knowledge of and interest in social media
Great time management skills, able to multitask and prioritise workload
Strong attention to detail
Ability to keep calm under pressure with a pragmatic approach to problem solving
Entrepreneurial attitude, able to bring fresh and innovative ideas to improve the department output
Knowledge in Adobe Creative Suite is desirable
Driving license is a plus
The desire to immerse yourself in our agency environment and to contribute to the wider agency culture
Must be dependable, positive, open-minded, and be able to clearly communicate and bring enthusiasm to the role
Collaborative team player with a positive attitude and desire to grow both personally and professionally as the role requires
Agile mindset and ability to pivot as project requirements change with a flexible attitude and seamless efficiency
In addition to the day-to-day, this role provides the opportunity to become a part of a company with a nurturing and trusting culture. We provide competitive benefits, a flexible working model and initiatives that support your career and wellbeing, including investment in training, 28 days holiday (+bank holidays), gym membership, ClassPass, Dental & Private Medical insurance to name a few.
At Prism, a division of VML, a WPP company, we are committed to actively building a diverse, equitable and inclusive workplace where everyone feels welcomed, valued and heard, and is treated with dignity and respect. As leaders and creative partners across industries, it is our responsibility to cultivate an environment reflective of our greatest asset; our people. We believe that this commitment inspires growth and delivers equitable outcomes for everyone as well as the clients and communities we serve.

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