



FILM PRODUCTION MANAGER.

Job Summary

Overseeing and managing film projects for corporate clients within Top Banana, specialising in internal communications films, but not limited too. To coordinate the delivery of film output on a day-to-day basis within the production department and in conjunction with the film team. To ensure creative delivery of ideas and filmmaking - that doesn't mean you're always writing the creative, sometimes you might kick start and hand over. Sometimes you'll be involved with freelancers or our internal teams, but you'll know what good looks like when it comes to all things film.

Working closely with the client production team, you'll work together to understand and influence what our clients need with regard to their film projects. You'll be a pivotal link between the production team and a small film team who will need your experience, creativity and organisation to support throughout the film creation process.

Key Responsibilities

- Project manage and oversee the delivery of multiple film and animation projects from initial brief to final delivery delivering to a consistent high standard
- Support the Account Managers and Production Executives on delivery of film output. Liaise with internal and external stakeholders on film projects to ensure smooth delivery of work.
- Creative vision - steering the creative vision and strategy of each film. Ensuring the strategy fits the objectives and the message and purpose of the video is clear.
- Raise the quality of film output from the Creative Department
- Scheduling shoots, post-production and animation, managing the film diary
- To pro-actively ensure the correct kit, freelancers and resource is booked on each film project.
- Working to a set budget and revenue target on film jobs
- Creative treatments – deliver solutions to film briefs to increase the production quality. Research and assess ideas and finished scripts and involve the creative team in providing the best solution and delivery output.
- Challenging creative briefs, confident and comfortable pushing back to internal and external stakeholders, working together to foster greater trust in the department.
- To manage the day to day reporting of film projects, including revenue, resource and delivery schedule
- Report in to the weekly WIP report updates across all film projects.
- Grow the film freelance talent pool (Directors, Producers, Camera, Sound, Lighting, Scriptwriters).
- To follow and adhere to our ISO 9001 business processes. In charge of all film processes and assisting with implementing process improvement.
- Be pro-active in sharing film production best practise within Top Banana

Key Skills

- Excellent organisation and communication skills, coupled with the ability to meet strict deadlines.
- People and resource management experience in a fast-paced film production environment, preferably in an agency environment
- Leadership and problem-solving skills.
- Self-motivated and also able to motivate a team.
- Exceptional negotiation skills.
- Expert knowledge of film production and a love of making films
- Line management experience desirable

TOP BANANA.