

**JOB DESCRIPTION**

**SCHOOL OF FILM & TELEVISION**

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**Job title:** Production Manager

**Grade:** 5

**Responsible to:** Technical & Facilities Manager

**Date:** November 2020

**Job purpose:** To oversee, support and ensure the effective management of the physical production of all School of Film & Television projects from pre-production to final delivery. The post holder will work collaboratively with Academic and Technical colleagues to advise on practical elements of student shoots, support health and safety, identify and manage the risks associated with student film productions.

**Main duties and responsibilities**

1. Under the direction of the Technical and Facilities Manager, oversee, support and manage all aspects of physical production of school film and television projects from pre-production to delivery.
2. Liaise with Academic and Technical colleagues to ensure efficient and effective planning of all productions.
3. Act as liaison and main point of contact for student productions for staff, students and external stakeholders for all aspects of physical production with particular attention being paid to risk management and health & safety.
4. Ensure that all productions are carried out in accordance with legal and requirements for health & safety including current COVID 19 risk management for all student productions whether on-site or on location.
5. Advise upon, check, approve and record all risk assessments for student productions; liaising with relevant stakeholders where required to ensure all activities are adequately covered.
6. Work with the school stores team to audit and identify equipment and resource needs in order to support the effective delivery and development of productions.
7. Assist with location scouting for student productions; liaising with industry professionals and other relevant authorities including local councils as required.

8. Approval of working arrangements, schedules, call sheets, location agreements and progress reports on all productions.
9. Contribute to the planning, preparation and teaching of students using a range of modes of delivery and methods to meet learning objectives and outcomes.

### **General duties and responsibilities**

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

### **Health and safety at Falmouth University**

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

### **Health & safety requirements**

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

## PERSON SPECIFICATION

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**Job title:** Production Manager

Attributes	Essential requirements	Desirable requirements
<b>Education and qualifications</b>	Educated to degree level, or equivalent relevant qualification/work based experience	Health & Safety qualifications (e.g. IOSH/NEBOSH/Covid Supervision for Production Activity)  Project Management qualification
<b>Experience and knowledge</b>	Experience of working as a line producer and/or in a production management role in relevant field  Experience of working in a health & safety position within a film/TV production environment  Proven track record in effectively undertaking comprehensive risk assessments for film/TV productions  Experience of planning, managing and supporting teams effectively.	Experience gained in HE
<b>Skills and personal requirements</b>	Ability to communicate with a range of different stakeholders  Well-developed communication skills including tact, diplomacy and sensitivity in working with inexperienced persons.  Strong networking skills for the development of effective working relationships within and beyond the University  Strong organisational and time management skills, with the ability to prioritise tasks.  Good report writing skills and IT literacy.	

	Willingness to travel within Cornwall and to on occasion other locations to complete duties, sometimes outside of working hours.	
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