



Job Description

Role: Junior Production Manager - Virtue
Reporting to: Senior Production Manager

Key Responsibilities:

- Helping write production schedules for projects.
- Preparing client facing and internal budgets.
- Liaising with accounts to run cost managers and track production and post-production spends.
- Responsible for logging and processing invoices.
- Setting up shoots, both domestic and international. Booking in and contracting crew and contributors, as well as booking kit, travel and accommodation for shoots. Including carnets for kit and visas for crew. Negotiating rates and logistics so that shoots work within budget.
- Gaining access to locations.
- Overseeing the post-production schedule to ensure all films are delivered on time and to specification.
- Archive and music clearance.
- Ensuring the Completion of all admin related to the delivery of a film including red sheets, archive/music licensing paperwork and logging productions on insider.
- Maintaining production folders, calendars, Daisy and master info spread sheets.
- Liaising with relevant departments such as the client Account Manager and client Project Manager to ensure the successful delivery and TX of a film.
- Responsible for all compliance checks on films.
- Responsible for the distribution and reconciliation of petty cash for Production shoots.
- Where a Production Coordinator is hired on the team , assist in the management of their workload and oversee their output e.g. call sheets.

Other:

- To undertake such other tasks including general administrative duties as may be required from time to time.
- Generally assist Senior Production Manager and Executive Producer in day to day work.
- To be an ambassador for the business at all times.

To apply please email a brief cover note and CV, with the reference “**Junior Production Manager**” in the subject line to: ukrecruitment@vice.com. **Please include your notice period and salary expectations in your application.**

We look forward to hearing from you!

If you do not hear back from us within one month of applying then unfortunately your application has been unsuccessful. Thank you once again for applying and we wish you success in your future career.