

**British Academy of Film and Television Arts  
Job Description**

**Position:** Production Manager  
**Responsible to:** Head of Production  
**Salary:** Dependent on experience  
**Date:** From September 2012

**Background**

The capturing of BAFTA's events and awards ceremonies on film is a key part of how the Academy delivers its charitable remit and engages with audiences. Our in-house production department has a demanding year-round schedule capturing our key events and additional content around the BAFTA Awards ceremonies. The Academy now seeks an experienced Production Manager with creative flair and additional experience in producing content.

**Key responsibilities**

- a) From initial concept to final delivery, producing and production managing approximately 45 Learning and Education events throughout the year. To include sourcing filming locations, crew, equipment, clip and library music clearances, transcripts, staging, lighting, release forms and organising all production paper work for all projects (call sheets, risk assessments, kit lists etc).
- b) Creating and managing the budgets for the above events.
- c) Working in conjunction with freelance directors to develop creative briefs for BAFTA's filmed Learning and Events, originating and developing a strong brand identity for all BAFTA production out-put. Providing a clear signature editorial style.
- d) Developing and collaborating new programme ideas outside of the Learning & Events remit with Head of Production and other PM/Content Producer.
- e) Working with partnership team to deliver any contractual obligations surrounding filmed Learning & Events with regards to sponsorship deals.

**Work in conjunction with BAFTA's other PM/Content Producer on the points below:**

- a) The internal edit and Editor: Organising edit montages and clip reels for events , promos, award packages, Learning & Events, archive and partnership programme edits. Sourcing freelance editors and edit producers when required.
- b) Managing the relationship between the Farm and BAFTA, overseeing the facilities allowance, guaranteeing any specific technical requirements are organised well in advance to ensure the smooth delivery of a project at both on-line and broadcast quality standards.
- c) Establishing and implementing production content and values across all BAFTA branches in Scotland, Wales, New York and LA – sourcing production crew, filming and editing facilities, crew etc.
- d) Working alongside archive to incorporate previously filmed archive material into existing edits and also assisting the storage of tapeless shooting and existing material/ metadata for all future proofing.

- e) Technical assistance to 195 Piccadilly for event audio, visual and presentations.
- f) Ensuring correct clearance blankets are in place for music and clips usage across all of BAFTA's content out-put and websites.
- g) Ensuring correct insurance cover is on place for all events

**Skills and abilities**

- Excellent interpersonal skills
- Good time management skills whilst managing large and on-going projects