

job description

Role: Production Manager

Department: Film

Location: London

Salary: Negotiable

Your reason for being here...

Everyone here at DRPG has a purpose and yours is to ultimately wow audiences with the amazing content we deliver by ensuring the team is running smoothly and projects are always on time and on budget.

The way you roll...

You are dynamic and capable; the kind of person who can remain calm under pressure, and take a project from start to finish with ease. You are not ruffled by wrangling clients (technical term) and co-ordinating several projects at once.

You thrive in a fast-paced environment and work well with your colleagues to get the job done. With that meticulous attention to detail and ability to solve any problem that comes your way with a smile, you'll have no problem acting on our 'Anything's Possible' philosophy here at DRPG.

How you make it all possible...

- Managing multiple shoots both in the UK and internationally (wow, you multi-tasking jet setter!)
- Booking post-production and animation
- Hiring and negotiating with freelancers and contractors (and making sure to practice your best poker-face)
- Managing client budgets for projects
- Liaising with the wider film team on multiple projects
- Managing production schedules
- Appraising ongoing projects ensuring they have enough resource for successful completion

What's in your toolbox...

- At least two years production management experience
- Extensive experience of creating and managing budgets
- Experience of actualising budgets and wrapping production budgets once projects are completed
- Impressive ability to problem solve and rectify issues before they snowball
- Incredible confidence when it comes to negotiating with suppliers (personnel and resource)

- A secret weapon – that little book filled with trusty industry contacts
- Knowledge of production insurance and health and safety, plus the ability to create call sheets and risk assessments
- Extensive experience in producing in an agency environment across a broad range of output – from high-end brand films to dramas (ooh la la!)

Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

Hang on, there's more...

The role will be based primarily in London but there will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

DRPG is an equal opportunities employer

Data Security (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.