

Production Manager



About Us:

Badger & Combes are a collaborative team of digital media experts based right in the heart of the UK's Broadcasting Innovation Hub, Media City.

Working alongside and in conjunction with independent companies, charities, household brands and major sports clubs, to name a few, we pride ourselves on our ability to immerse within existing work forces and brand concepts.

Our team blends experience with youthful energy. We're passionate about growth and development, fostering a collaborative spirit that thrives on expertise, professionalism, and an unwavering determination to create something truly innovative. No two days are the same either at the Set or out on set.

General Information:

Contractual Terms: Full Time, across seven days per week
Weekend, unsociable hours and public holiday working required

Line Manager: Colin McKevitt – Managing Director

Purpose of the role:

The Production Manager will be required to oversee the entire process of creating and delivering content, from initial concept to final product, ensuring projects are completed on time and within budget, while maintaining quality standards.

The role will be an instrumental part of the smooth running of day-to-day operations, managing shoots or events from conception to completion, in harmony with partners, clients and colleagues.

Skills Required:

- **Strong Organisational Skills:** Essential for managing multiple tasks and deadlines.
- **Excellent Communication Skills:** Crucial for interacting with various departments, partners and clients.
- **Attention to Detail:** Important for ensuring accuracy in schedules, documents, and other tasks.
- **Problem-Solving Skills:** Ability to identify and resolve issues that arise calmly and successfully.
- **Time Management Skills:** Aptitude to prioritise tasks and meet deadlines.
- **Self-Motivation:** Capacity and enthusiasm to work flexibly in a fast-moving environment.
- **Enthusiasm:** Willingness to learn new skills and go the extra mile.
- **Computer Proficiency:** Familiarity with relevant software and IT databases.
- **Teamwork:** Capability to work with and alongside colleagues, understanding the need and strength of diversity in the workforce.
- **Reliability:** Ability to remain calm under pressure whilst working to tight deadlines.

Production Manager Responsibilities:



- **Project Management:** Support wider team to plan, organise, and manage multiple digital production projects simultaneously, ensuring they stay on track and within budget.
- **Collaboration:** Work closely with all stakeholders to ensure projects meet requirements and deadlines.
- **Quality Control:** Maintain high standards of quality and consistency across all digital projects.
- **Budget Management:** Manage project budgets effectively, ensuring projects stay within allocated resources.
- **Communication:** Clearly communicate project status, issues, and resolutions to stakeholders.
- **Technical Skills:** Familiarity with digital production tools, software, and platforms.
- **Problem-Solving:** Identify and resolve issues that arise during the production process.
- **Leadership:** Inspire and motivate teams and direct reports to achieve project goals.
- **Team Management:** Oversee and manage workload of direct reports, feeding back to wider management team with both positive and negative observations.
- **Training:** Highlight skills gaps and create training plans to suit. Create and monitor progression plans, ensuring they continue to reflect business needs.

General Employee Responsibilities:

- **Other Duties:**
 - **Problem-Solving:** Identify and resolve issues that arise during the production process alongside the wider management team.
 - **General Housekeeping:** Ensure, alongside colleagues, that the office environment and office equipment are maintained to a high standard, consistently. Regularly ensuring that all working spaces are left clean and tidy. Both at the Set and out on set.
 - **Support:** Assist the business with any additional tasks required.
- **Technical Skills:**
 - **Equipment:** Ability to use and care for all physical equipment related to production and general office operations.
 - **IT Systems:** Familiarity with all digital production tools, software, and platforms required to fulfil production and everyday admin.
 - **Installation:** Capability to install all physical and technical equipment related to production operations, as and when required.
 - **Fault Reporting:** Responsibility to report any faults or damage to equipment in a timely manner.
- **Marketing:**
 - **Content Creation & Production:** Oversee the development of various digital assets, including web content, social media graphics, posts, videos, and other multimedia materials. All content must adhere to the business brand guidelines promoting the company's wider method statements, whilst reflecting company ethos.
 - **Posting & Replying:** Manage the digital marketing planner, planning and posting approved content to approved online channels.