

Production Manager

Phantom Committee – Union of Students

Role details

Time Commitment: Varying throughout the year with an average of 5-10 hours a week

Responsible to: Vice President (Community) and Head of TV and Phantom TV members

Ideal personal qualities

- Great organizational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Able to work well as part of a team

Duties and responsibilities

- Recruit teams of students to produce footage for each Phantom TV project, and then manage and delegate work to them
- Keep in regular contact with production teams and keep up to date on their progress
- Meet production deadlines set with Head of TV
- Report production progress to the Head of TV
- Help the Head of TV to ensure that the TV Channel has the best reputation and runs in a professional manner
- Ensure that all filming equipment is booked and working appropriately and is ready for use by project teams
- Plan projects with shoots and team up camera operators with presenters and producers

Opportunities

- A unique opportunity to lead and co-ordinate teams that produce content for Phantom TV
- Gain skills in producing TV content
- Oversee all content produced for Phantom TV

Benefits

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team
- Relevant training/on-going personal development
- Gain experience in community work

Beneficial previous experience

- Experience of working in a team
- Organization skills

Training and support

- You will have access to a range of training with the Union and can request external training and trips to networking events