

## **Production Manager: Coca-Cola Studios Powered by StudioNow**

### **REPORTS TO:**

Head of Production, Coca-Cola Studios, Atlanta GA

### **HEADLINE:**

High-impact, hyper-organized video production manager who will ensure timely and efficient productions are executed by the Studio Production team. This will be a core team member for Coca-Cola Studios Powered by embedded partner StudioNow

### **JOB DESCRIPTION:**

The Production Manager must possess an in-depth knowledge of scheduling and budgeting, and of all the physical and technical processes of video production. Exceptional communication skills are required, as well as the diplomacy to balance creative expectations, artists and creative personnel with the financial resources available. This Production Manager understands the need to plan for the worst, whilst simultaneously being able to inspire others to excel in their work. He/she must know how to identify the needs and hazards in the production environment, to assess the level of risk, to recommend action, and develop good instincts.

This is a high volume environment with many internal clients within Coca-Cola. The prototype is someone experienced in video production, a superb listener and someone who can quickly make decisions. We need a video production manager ninja who can get it done.

Full time salaried StudioNow position with benefits, embedded inside of Coca-Cola HQ in Atlanta. Note: Relocation is not budgeted for this position.

### **SPECIFIC RESPONSIBILITIES:**

- Oversee production, workflow and finances for multiple projects from pre-production to production
- Schedule, coordinate and manage shoots (arrange shooting crews & equipment, scout and negotiate locations, create and set schedules).
- Work with producers and budget controllers to prepare budgets
- Administer and report on project progress to production units.
- Oversee agreements for personnel, talent, vendors and other services (including union contracts SAG/etc)
- Negotiate and contract deals with vendors (designers, technical crew, locations, facilities, editors etc.)
- Monthly project close out, reporting and metrics.
- Handle and approve production payments, review and approve expense reports for production personnel, monitor and reconcile all project transactions.

- Ensure compliance with, and administration of, all collective bargaining agreements, government grant requirements and company policies.
- Coordinate communications across multiple departments and people working on projects including production, publicity, outreach, I&B, station relations, programming and PBS or other distributors.
- Liaison for all internal facility administration including Accounts Payable, Payroll, marketing, legal, engineering, IT.
- Work with clients to develop projects and produce as needed.
- Work with legal department to ensure that all required contracts are created and administered as needed.
- Understand and predict video production scope and budgeting so as to properly align concepts, ideas, and programs with expected or required budget parameters. This understanding should extend to all aspects and executions of video production from one man band, guerilla production to network television including scripting, casting, art direction, talent direction, location scouting, wardrobe, hair & makeup, on-location or in-studio production.

#### **PROFESSIONAL SKILLS AND EXPERIENCE:**

- Demonstrated track record of working with clients
- Highly developed organizational skills
- Highly developed project management skills
- Strong creative vision and point of view
- Film & video production and post-production experience
- Strong written and oral communication skills
- Strong interpersonal skills
- Upbeat and positive attitude with a “get it done” mentality
- Team player, no drama
- Skilled at resolving expectation gaps between clients and creatives
- Great on the phone and in meetings
- Computer-savvy

#### **MINIMUM REQUIREMENTS TO APPLY**

- Passion.
- Send resume and cover letter explaining why you are right for this job to [Tysonast@studionow.com](mailto:Tysonast@studionow.com)
- Applicants MUST have a minimum of 4 years experience working in film & video production and/or post-production (this is not a first job out of school).
- Links to work / content created (reel, case studies, etc) and a strong creative track record.
- Four-year university degree required.
- Note: Relocation is not budgeted for this position.