

# STUDIO NOW®

## **StudioNow Production Manager**

Start Date: June 1, 2018 or as soon as available  
Location: Onsite at Client's headquarters in Palo Alto, CA  
Reports to: StudioNow Executive Producer in Palo Alto, CA  
Job Type: Full Time  
Classification: Exempt

### **Job Description:**

StudioNow is looking for a very strong, creative, energetic and amazing client-focused event and video Production Manager to join a new team we are building onsite in Client's internal communications group. This group is responsible for Client's corporate events and video studio and our Production Manager should have a track record of association with excellent events and video projects with a range of clients. This will be a core team member for our team onsite.

You'll be joining our highly dedicated and talented team to help create smart, innovative corporate video, advertising, and marketing solutions for one of the best brands in the world. It's an amazing opportunity. We are looking for someone with horsepower.

This is a job with a significant event AND video production component.

This is not a position for a clockwatcher or someone who prefers to work on one project at a time. Our Production Manager is often our "go to" team member.

Primary goals of the job are to ensure 1) the timely completion of events and video work, 2) effective management of fluid and rapid event and video production and 3) 100% client satisfaction.

### **Specific responsibilities include, but are not limited to:**

- Intake – owning the event & video “client intake” process, ensuring all projects are set up in StudioNow platform, & connecting the dots to help get greenlight on these projects.
- Understand and predict event and 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 of event and video production.
- Bidding out projects via StudioNow technology platform.

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- 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 master agreements, collective bargaining agreements, and company policies for the team.
- 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 legal department to ensure that all required contracts are created and administered as needed.
- Understand and predict production scope and budgeting so as to properly align programs with expected or required budget parameters. This understanding should extend to all aspects and executions of event and video production (in studio, on location, huge event, small video shoot, etc.)

## Professional Requirements and Competencies:

- Demonstrated track record of working with clients
- Highly developed organizational skills
- Highly developed project management skills
- Strong creative vision and point of view
- Event production experience
- Film & video production and/or 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

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- Skilled at resolving expectation gaps between clients and creatives
- Great on the phone and in meetings
- Computer-savvy with PC

## Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9am-5pm and must work 40 hours each week to maintain full-time status.

Occasional evening and weekend work may be required as job duties demand.

## Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be physically able to travel.

## Required Education and Experience:

- Passion, drive & enthusiasm.
- Links to work / content creative (reel, case studios, etc.) or proof of a strong creative track record.
- A minimum of 5 years of experience working in events, & video production and/or post-production (this is not a first job out of school).
- Four-year university degree required (no exceptions)
- Note that no relocation can be provided for this position – we’re looking for candidates who reside in the San Francisco / Silicon Valley area.

## To Apply

- Send resume and a note explaining why you are right for this job to Ben Tyson ([tysonasst@studionow.com](mailto:tysonasst@studionow.com)).