

Film and Television Production Manager



Role Description

GRADE

Grade 5

LOCATION

Merchiston, Edinburgh

LINE MANAGER

Head of Subject

Role Summary

At Edinburgh Napier University, screen-based programmes at both undergraduate and postgraduate level within the Screen and Performing Arts subject area, produce around 100 short film and television exercises and projects per year. We are looking for an experienced production person who can support the successful scheduling and safe delivery of these projects.

The role holder will work with lecturers, technicians and production students to supervise and support the film-making process, including the approval and scheduling of equipment and resources for both undergraduate and postgraduate productions. The role holder will carry out mentoring and specialist instruction in matters relating to film production and will work with film and television students to ensure risk assessment planning for productions. The role holder will be responsible for informing and approving risk assessment processes prior to the commencement of productions.

In addition, the Screen and Performing Arts subject area delivers masterclasses, continuing professional development, film screenings and outreach within the industry and wider community. The role holder may also be required to contribute to these activities.

Line Management Responsibility for:

To support production activities, the School employs recent graduates in technical & teaching assistant roles. The role holder will supervise the graduates who are employed to assist in related production processes of the role holder.



Main Duties and Responsibilities

- Working with academic and technical staff in the subject area to create and manage production and post-production schedules, ensuring access for undergraduate and postgraduate student projects, as well as other research initiatives.
- Coordinating with academic staff in the subject group, to ensure assessment needs are met across programmes and modules, within the available resources.
- Informing compliance within the subject area of evolving industry-standard practices, including health and safety; leading and delivering related workshops for staff and students; and identifying and managing external training partnerships.
- Contributing to ongoing developments within the Subject Area, to ensure film production curricula reflects industry practices.
- Teaching, mentoring and supervising students in matters relating to the scheduling and production of film projects, including the completion of appropriate production paperwork, such as location, artist and crew releases, call sheets and movement orders.
- Delivering workshops, support, and instruction on budgeting and scheduling using industry-standard software (e.g., Movie Magic); film production protocols and legal requirements; project delivery standards; and other legal and financial aspects of production.
- Supervising film students in health and safety and risk assessment matters, feeding back on draft risk assessments, and approving satisfactory risk assessments prior to production commencing. Supervising teaching assistants who support the role holder in the completion of these processes.
- Liaising with industry contacts in Scotland and overseas.
- To undertake any other duties as may reasonably be required by their direct manager/ Head of Subject.
- Role model the University's values and behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

PERSON SPECIFICATION

ESSENTIAL DESIRABLE

Education / Qualifications

- BA/BSc or equivalent in film production or related subject. OR equivalent, relevant professional experience.
- Current Health & Safety Passport

✓

✓

Skills / Experience

- Experience working as a production manager in the scripted film and TV industry in Scotland, the UK or overseas
- Experience of managing film crews, production teams and cast
- Experience of budgeting and scheduling film / television productions
- Experience supervising film or TV productions from script through production and post-production to delivery
- Excellent written and verbal communication skills
- Excellent interpersonal skills, with the ability to engage with and develop effective working relationships with colleagues, students and those external to the University, at all levels
- Well-developed IT skills, including Movie-Magic budget and scheduling, Microsoft Excel and Word
- Knowledge of UK film and TV industry trade association contracts and agreements
- Excellent organisational skills, with the ability to prioritise workload and competing demands, and meet deadlines in a fast-paced environment
- Excellent problem-solving abilities
- Excellent ability to work effectively as part of a team on own initiative
- Excellent project management capabilities, with budget management and process improvement skills
- Familiarity with working time directive as applied to the film and TV industries

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓



• Knowledge of laws and practices relating to child actors	✓
• Knowledge of UK tax system as applied to the Film and TV industries	✓
• Familiarity with film and TV industry finance, sales, distribution and marketing	✓
• Knowledge of UK broadcasters' requirements of independent productions, from commissioning to delivery	✓
• Experience working with students as a mentor/tutor	✓
• Experience working with students in the supervision of health and safety and risk assessment planning.	✓
• Experience working with academic and technical staff on the scheduling and booking of University production and post-production resources	✓