



wildbear
entertainment

PRODUCTION MANAGEMENT TEAM LEADER

LOCATION. Canberra, Sydney or
Brisbane

TYPE. Permanent, Full Time

Are you an experienced Production Manager who is looking for a new position in the industry that builds on your experience and provides a permanent position, 40 hours per week and offering flexible working conditions?

If your answer is yes we are looking for you!

WildBear Entertainment is one of the largest specialist factual production companies in Australia. Working in our creative and professional culture, your skills and expertise will be encouraged to grow, providing you with opportunities in our fast growing company.

ROLE OVERVIEW

The Production Management Team Leader is a non-project based role and is responsible for overseeing the production management and production support staff deployed across WildBear projects.

Working closely with the Head of Production, the Production Management Team Leader brings extensive skills and industry experience and a collaborative approach to their work. They will be champions for WildBear values, advocate for ensuring compliance with WildBear processes and policies and actively contribute to the successful operations of the company as a whole.

Location: Based at one of our Canberra, Sydney or Brisbane WildBear offices, the role includes flexibility of a hybrid working from home arrangement for a portion of each week for the right applicant.

KEY RESPONSIBILITIES

- Assist with and advise on the creation of budgets and schedules for development projects moving through financing
- Oversee the recruitment, onboarding/offboarding and performance management of all Production Management staff
- Assist with the development, implementation and training of processes and procedures for production management staff.
- Oversee production managers throughout the production process
- Oversee general production recruitment and engagement in consultation with the Head of Production and Head of Production Finance
- Liaise with Production Managers and Head of Production Finance regarding cost reporting
- Provide risk assessment guidance and oversee production insurance processes to ensure all productions are adequately insured.
- Oversee current stock footage deals and reporting and conduct footage reporting training with production management staff.

Applications for this role
should be sent to
employment@wildbear.tv

Applications should include a resume and cover letter
addressing suitability for the role and noting preferred
office location. Emails should include subject
heading:

The contact person for enquiries
is Matt Nightingale on
02 6210 1400

**“Production Management Team
Leader May 2022”**

Applications close
Friday 20 May 2022

Only shortlisted applicants will be contacted