



wildbear
entertainment

PRODUCTION MANAGER

LOCATION. Sydney or Canberra,
Australia

TYPE. Fixed Term Contract, Full Time

Our Production Managers are responsible for managing multiple aspects of Production, with tasks ranging from setting up shoots, organising travel logistics, to liaising with the rest of the Production and Post Production teams, it is a wide ranging and dynamic role that requires solid understanding of Production and Post Production workflows.

ROLE OVERVIEW

We are seeking a Production Manager to work on a feature documentary, based out of our Sydney, Brisbane or Canberra office. The role will commence ASAP through until October, with the possibility of extension. The applicant will preferably have experience on feature documentaries and setting up marine based shoots. The successful applicant will be comfortable managing teams and have a 'can do' attitude. Attention to detail, ability to troubleshoot and great communication skills are a must.

You will work directly with the Producer, Director, Head of Production and Post Production team to facilitate all aspects of pre-production, production and post-production (as required), within a specified budget and schedule, including liaising with external and internal clients.

KEY RESPONSIBILITIES

- Manage production schedules and budgets (including creating purchase orders and facilitating payments).
- Arrange all necessary insurances for the production.
- Set up several shoots, including marine based / underwater shoots. Conduct risk assessments, call sheets, Covid Safety Plans, booking travel following WildBear procedures
- Facilitate filming talent and locations (including arranging all necessary filming permits), in consultation with the Producer.
- Facilitate regular Production team update calls.
- Source and engage production staff and crew in liaison with the Producer and WildBear legal team.
- Management of relevant legal documentation including release forms and licences, as required.
- Liaise with Post Production team regarding technical workflows, data management and other post production activities.
- Keep all data up to date and filed in the correct locations and using WildBear systems and protocols.
- Adhere to Wildbears HR policies and procedures

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

Applications for this role
should include availability, preferred location and be
sent with the subject line referencing
**“Feature Doc Production
Manager April 2022”**

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

Applications close

Friday 29 April 2022

Only shortlisted applicants will be contacted