Trainee Production Manager

Purpose of the job

Production Managers work under Producers and technical teams to prepare schedules and ensure a smooth running of production. They arrange the rental and purchase of production materials and supplies.
Production Managers oversee the search for locations, sign location releases, they also liaise with local authorities and the Police regarding permits. Their responsibilities include setting up, controlling the spending, paperwork and liaising with all teams to ensure deadlines are met.

What you need to be a Production Manager at MAMA Youth Project:

- Supervise and motivate a team
- Persistence
- Resilience to overcome challenges
- Positive can do attitude
- Teamwork
- Initiative
- Willingness to learn
- Motivation to move into employment
- Passion for Media/TV

Throughout the course we will help you gain the following skills you will need to work in the industry as a Production Manager:

- Thorough understanding of TV production process
- Organising & planning skills
- Budgeting and Scheduling
- Troubleshooting
- Team working
- Team management
- Interpersonal and communication skills
- Admin and compliance
- Passion for media/TV
- Flexibility
- Resilience
- Thorough understanding of the relevant health and safety laws and procedures

If you require reasonable adjustments please contact ***MAMA Youth Project*** on ***apply@mamayouthproject.org.uk*** or call: ***07869 215 301***

Trainee Production Coordinator

Purpose of the job

As a Production Coordinator you will be responsible for assisting the Trainee Production Manager in project planning, execution and delivering transmission material for playout. The Production Coordinator should be aware of all delivery deadlines and keep the team of Researchers up-to-date with any changes. You will produce schedules for shoots, pre edits, edits and audio sessions. You will have the opportunity to set up shoots when required and schedule and manage ordering of materials/resources needed for shoots. You will act as the main point of contact and liaise with Editors and Freelancers. You will take part responsibility for budgets which includes collating relevant statistical data and keep cost and logistics spreadsheets. The Production Coordinator deals with the overall smooth running of the production office making sure that office equipment i.e., computers, scanners are up and running.

What you need to be a Production Coordinator at MAMA Youth Project:

- Initiative
- Persistence
- Resilience to overcome challenges
- Positive can do attitude
- Teamwork
- Supervise and motivate a team
- Willingness to learn
- Motivation to move into employment
- Passion for Media/TV

Throughout the training we will help you gain the following skills you will need to work in the industry as a Production Coordinator:

- Thorough understanding of TV production process
- Organising & planning skills
- Budgeting and Scheduling
- Troubleshooting
- Team management
- Admin and Compliance
- Interpersonal and communication skills
- Flexibility
- Resilience
- Passion for Media/TV
- Thorough understanding of the relevant health and safety laws and procedures

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