



PRODUCTION PLANNING MANAGER

OVERVIEW

Stagecast is looking for a full-time **Production Planning Manager** to plan, schedule and co-ordinate video productions of all scales. You will use your planning, organisational and administrative skills to ensure everything is in place for all our productions to run smoothly. You'll be the primary day-to-day contact with clients, working closely with producers, directors and the Stagecast team to plan and deliver the crew, equipment and post-production requirements for each job from pre-production to delivery.

We're a live streaming and TV production company, working primarily in classical music and other performing arts. We specialise in multicam filming, TV and live stream production, and creating online platforms for music and arts. We work with high profile arts organisations across the UK.

ABOUT STAGECAST

- We create films, live streams and online platforms for classical music and other performing arts
- We love what we do and value our relationships with artists, clients and colleagues
- Creative approaches and innovation are our hallmarks, both on-screen and behind the scenes

Since 2017, Stagecast has built a reputation for helping great performers expand their audiences online, working with innovative orchestras, opera companies, promoters and concert venues. Our high quality live streams, performance films and web technologies have been enjoyed by hundreds of thousands of people online, on TV and in cinemas worldwide. During the Covid-19 pandemic, Stagecast's business has grown rapidly as a result of the shift to digital-first performance and the new creative possibilities that have arisen.

So far, Stagecast has consisted of a pool of around 40 creative and technical freelancers, led by the two founders. We're now looking for a small number of flexible and collaborative people to join us full time to create new, better online performance experiences that meet the evolving needs of artists and audiences.

THE ROLE

As Stagecast's **Production Planning Manager**, you will use your planning, organisational and administrative skills to ensure everything is in place for all our productions to run smoothly.

You'll be the primary day-to-day contact with clients, helping to gather and collate all the information about their needs and timescales. You'll work closely with Stagecast's CEO, producers and directors to establish the crew, equipment and post-production requirements for each job.

With support from colleagues you will book staff and facilities for each project, creating detailed production and post-production schedules, to ensure everyone involved has the information they need, and liaise with in-house and freelance staff throughout each project to ensure all deadlines are met. You'll be in regular contact with the company directors and other senior team members.

You will raise invoices, assist with drafting project budgets and quotations, and process incoming bills, ensuring charges are in line with budgets, costs are recovered and profits maintained. You will manage the overall production diary, email inbox and contact number, acting as the key point of contact for production enquiries.

KEY SKILLS AND EXPERIENCE

1. Planning & organising
2. Interpersonal skills
3. Budget and financial awareness
4. Attention to detail

You will have at least 12 months' experience in an administrative or organisational role in the field of broadcasting, video production, live events or a similar industry. In addition, we would like to see evidence of managing multiple projects simultaneously, dealing with a wide range of stakeholders, and managing costs and budgets effectively.

LOCATION & EQUIPMENT

Due to COVID-19, this role will be fully remote for the foreseeable future. A laptop and phone will be provided and we are happy to support any reasonable needs staff members have to ensure they can work safely from home. If the successful applicant has their own existing equipment and is happy to keep using it, we are happy to discuss options.

Access to good broadband at home would be advantageous, for file downloads, uploads, and connecting remotely to Stagecast's media servers.

SALARY & REWARD

- £27500-32500 per annum, depending on experience
- 25 days per annum annual leave plus public holidays
- Company pension scheme available on completion of probation period
- Flexible working options considered

IS STAGECAST FOR ME?

Many job adverts include a long, detailed list of skills and requirements. We've tried to keep this one brief as there will be scope for the successful person to shape the role and play an active part in the future of the company. More importantly, we value the following characteristics in company directors, colleagues, suppliers and clients, so if this sounds like you, we hope you'll be a good fit for us:

- Collaborative and supportive
- Creative and innovative
- Passionate about music and performing arts
- Multi-skilled and flexible
- Great listeners as well as confident talkers
- Curious and inquisitive
- Honest and ethical
- Entrepreneurial mindset

APPLICATION PROCESS

To apply, please submit your CV & covering letter, outlining how you meet the requirements of this role, by 5pm on Friday 6th August to careers@stagecast.net.