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UK | ME

Freelance Senior Production Manager

Starting mid-August for approx. 5 weeks

About Start

Start Design is a leading brand, retail and digital design consultancy.

We help our clients to meet the ever-evolving needs of customers by designing brand journeys that combine physical, digital and human interactions.

We believe in simplicity, relevance and brilliance, and through these principles design new brand platforms that deliver business growth and extraordinary value for our clients and their customers.

The Role

We're looking for a highly organised, hands-on freelance Senior Production Manager to cover our Production Director from mid-August for approx. 5 weeks.

Working in close collaboration our Client Services and Creative teams, you'll produce, manage and deliver a range of projects – including (but not limited to) nationwide in-branch experiential pop-up activations and UK/international film shoots for our key financial client. You will have strong experience in delivering these types of projects from brief through to live - using your varied but detailed knowledge of: physical production build, live events, logistics/operations, print production - and ideally photo/film shoot production, too. Timekeeping, problem-solving and negotiating will be your forte.

You'll also have proven experience in managing individual budgets of up to £300k, managing multiple tasks, working within tight timeframes and be highly detailed in all elements of production planning – ensuring we deliver on time, on budget and to a high standard.

Your key responsibilities

Experiential production

- Works with the Client Services team to establish accurate and realistic project timings and production budgets
- Works closely with the Creative team and suppliers to ensure production designs are feasible within time and budget, without losing quality or wow-factor
- Manages suppliers effectively to ensure client service expectations and key deadlines are understood and met
- Oversees the production/manufacture of physical build elements - ensuring quality of build and making sure production budgets and timings are on track
- Oversees large format print artworking and production - ensuring artwork is set-up correctly to specifications, internal and external artwork sign-off processes are adhered to, and artwork is supplied to relevant parties on time
- Manages logistics and operations fully across multiple locations at a time - including site visits, journey planning and vehicle and contractor permits/access
- Creates fool-proof production documentation for suppliers and key stakeholders
- Ensures all health and safety/risk assessment requirements are met
- Oversees live installs across all locations

Stills/film shoot production

- Works with the Client Services team to establish accurate and realistic project timings and production budgets
- Manages suppliers effectively to ensure client service expectations and key deadlines are understood and met
- Sources, briefs and coordinates photoshoot and/or film shoot crew and a large number of cast - both UK and internationally
- Sources and books locations, equipment, backdrops, props and/or furniture
- Creates robust photoshoot call sheets/schedules for all crew, cast and stakeholders
- Manages all crew, cast and stakeholders on-site and successfully oversee any International shoots remotely - ensuring smooth logistics and art direction and output is of high quality and consistent with any other captured stills/footage
- Oversees all aspects of post-production incl. retouching, artworking, editing and delivery of high quality internal comms content (print, web and moving image assets)

If this is you, please email stephanie.min@startdesign.com with your CV, availability and day rate. No recruiters, please.