

PRODUCER/DIRECTOR, SR.

Summary:

Produce and direct film, video and multimedia productions that meet the communication objective of the client. Manage all aspects of production from creative concept through completion ensuring the project is on time and budget. Demonstrate original thinking and judgment in accomplishing objectives without supervision.

Essential Duties and Responsibilities:

1. Assess and develop client goals, objectives and desired image in conjunction with Account Executive.
2. Recommend and develop appropriate creative approach to achieve client objectives.
3. Develop realistic budget requirements to meet client objective.
4. Write, or supervise the writing of original treatments and/or shooting scripts.
5. Obtain concept, treatment, and script approval from client prior to start of production.
6. Develop and communicate to Operations Manager all production/post-production requirements and scheduling (e.g.; casting, studio/location shooting, freelance personnel, production equipment, travel, graphic art and editorial).
7. Coordinate with Operations Manager to ensure the successful implementation of the Production and Post Production Process and Procedures.
8. Direct all aspects of production and crew personnel to realize creative concept.
9. Manage all aspects of budget and work within budget. Advise client, Account Executive and Operations Manager of all budget related issues such as cost overruns, script changes, and production delays.
10. Travel as required from Metro-based office to client locations. Maintain travel reimbursement credit card account.
11. Maintain and continuously improve contemporary proficiency in audiovisual production techniques.
12. Other duties as assigned.

Other Duties and Responsibilities:

13. Submit accurate and timely travel and production reports.
14. Plan, assign and direct employee/freelance workload on film sets.
15. Address complaints and resolve problems on projects.
16. Other duties as assigned.

Supervisory Responsibilities: No Direct Reports

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience:

Bachelor's degree in Communications or related field, with a course study in Film or Video Production is essential. Three to five years of professional experience required. Degree requirements may be waived if equivalent experience can be displayed by portfolio. Must have an in-depth knowledge of producing and directing video and multimedia production.

Language Skills:

Ability to effectively communicate information and creative direction in one-on-one and small group situations to clients, production crew and other employees of the organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Business communication by email or Internet. Knowledge of MS Word and Excel software programs required.

Certificates, Licenses, Registrations: Must have a valid driver's license. Must have ability to obtain passport.

Other Skills and Abilities:

Individual should be self-motivated and capable of multitasking.

Other Qualifications:

Individual must demonstrate interpersonal dynamics and above average personal organization.

Physical Demands:

Office duty mixed with filming on location in many different environments and temperatures.

Work Environment:

The job position requires both business office and field location (interior/exterior) work environments.