

Job Title: Motion Producer/Director

Reporting to: Head of Motion

Contract type: Maternity cover – 12 months FTC

Location: Based at our Norwich Office with some travel required for projects

Salary Range: On Application

Job Description

Background: As a creative production agency Pb has a long tradition of creating and delivering a wide-ranging motion based corporate portfolio – live action, scripted, documentary, animation, 3D, & motion graphics - to a global client base in sectors that include healthcare, pharma, finance, publishing, automotive, sport, and energy. Our motion offering is delivered as a stand-alone offering, or as part of wider Pb projects (eg: events or exhibition stands). Creating this content are the creative studio that includes producers, editors, motion graphic artists, production management, 2D designers and illustrators.

Job Purpose: As part of the Motion Team, the role of a Motion Producer/Director is a demanding, exciting, and creative one, requiring a thorough knowledge of all aspects of video production from pitch to delivery. You will be leading the creation, development, and delivery of projects with internal and external stakeholders as well as helping to shape and define the team's output, scope, and ambition. You will be competent in keeping projects within budget whilst dealing with conflicting priorities and tight deadlines.

The role provides an exemplary creative service to our clients as well as taking full responsibility for the project production requirements.

Main Duties:

- Lead on identifying and developing creative Motion solutions.
- Project manage all aspects of motion assignments as required, including:
 - Creating, developing, managing, and delivering projects to a high standard within the Motion team, within Pb or directly with clients.
 - Managing budgets and timescales, and keeping relevant stakeholders updated with progress.
 - Liaising and collaborating with internal teams and team members (Production Managers/Coordinators, Editors, Producers, Camera crews, Operations and Designers) to ensure the effective delivery of projects.
 - Booking freelance crew, suppliers, venues, and locations (raising the necessary purchase orders).
 - Sourcing and purchasing props, costumes and media assets where needed.
 - Sourcing copyright for use of third party assets such as music.
 - Producing and issuing clients quotes for standalone projects.
 - Co-ordinating production travel, accommodation, and other shoot logistics, and producing a call sheet when required.

- Produce and creatively direct individual video projects, including:

- Attending briefing meetings and liaising with clients and stakeholders to gather information and determine their requirements.
 - Supporting the pitch process by researching and contributing creative ideas and producing proposal documents/treatments.
 - Overseeing and undertaking project development including creating and interpreting the brief, scripting, storyboarding, location recce, rehearsals, and casting.
 - Assigning and briefing in-house and freelance production personnel and crew, both on location shoots and in the studio.
 - Overseeing/directing shoots to meet client and script/shot list specifications, including conducting interviews with contributors and logging best takes.
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- Support the promotion and development of the Motion offering by keeping abreast of technical and creative developments in the industry.
 - Support with communicating the Motion Teams' achievements and ambition through social media, online and as part of ongoing client relationships.
 - Actively engage with clients, maintaining and developing relationships.
 - Support and mentor junior team members .
 - Assist with maintaining the preferred supplier/crew portfolio for music, actors, stock footage, kit, production crew, etc.
 - To be a proactive team member within Pb engaging professionally with internal staff whilst also acting as an ambassador for Pb externally.

All Production Bureau Limited employees are responsible for:

- Working to the policies of Production Bureau Limited
- Promotion of equal opportunities and respecting diversity within all aspects of their work
- Complying with all Health and Safety regulations and promoting a safe working environment
- Carrying out additional duties which may be allocated from time to time by the Board of Directors

Requirements

Essential Criteria = (E) Desirable Criteria = (D)

Qualifications/Skills:

Professional or degree level qualification in a film/tv/video production or media related subject (E)

Proficient PC skills including all Microsoft applications (E)

Good understanding of Adobe Suite (E)

Excellent problem solving skills (E)

Excellent communications skills (E)

Excellent presentation skills (E)

Excellent project management skills (E)

Excellent client/customer service skills (E)

Experience:

Good relevant experience in all aspects of video and/or tv production including the use of appropriate equipment (camera, sound, lighting etc) (E)

Experience of working in a pressured environment adhering to strict timelines and deadlines whilst still delivering great service (E)

Experience of directing/overseeing shoots (E)

Experience using cameras or editing software would be an advantage particularly Mac based applications (D)

Experience of identifying, managing, and negotiating with suppliers (E)

Some marketing knowledge (D)

Attributes:

To possess an inherent passion or interest for the motion production process (E).

A high degree of creativity and a desire to be innovative (E)

Professional and personable individual (E)

Comfortable and pro-active with clients (E)

Flexibility to travel with occasional work away from home (E)

A positive and flexible approach to work with an ability to react to change as it happens (E)

A self-motivated, enthusiastic individual with a great sense of humour (E)

Happy to pitch-in and support colleagues where needed (E)

Driving license (E)