

Company Name: Mitre Studios Limited

Job Title: Business / Production Manager

Contract: 12 Months Fixed Term

Location: Chiswick / Remote



Overview:

Mitre Studios is Ant & Dec's independent Creative Business.

The position of Business / Production Manager will play a key role in supporting the Managing Director with the day to day running of the company.

Industry: Media and Television

Key Responsibilities:

- Ensuring the efficient running of the Mitre office, to include being the key contact for Mitre Studios; providing administrative support to the Managing Director and creative team; organising and scheduling meetings, preparing agenda's, taking minutes, ordering office supplies
- Main contact for the co-producers / business partners Mitre Studios are working with
- Supporting the creative team to source and contract external freelancers required in the development process, Production Managers, Editors, Development Producers. Including the formulation of presentations and pitches
- Keeping across contracts, commercial terms, budgets, production schedules, brand partnerships and co-ordinating information which needs to be relayed to the various members of the team
- Processing and updating Mitre systems and procedures, ie, payroll, insurances, benefits, and bonus schemes
- Keeping across all the company finances and forecasting. Logging all business income, invoicing for co-productions, general business invoices, staff, and freelancers
- Liaising and working with YM&U's internal departments, HR, IT, Accounts, Legal and the Ant & Dec Management team

Person Specification:

- Significant experience gained in television production with strong industry knowledge (ideally from a Production Coordinator or Production Manager background)
- Good knowledge and relationships with editors, set designers, graphic designers etc would be beneficial
- Excellent communication and interpersonal skills
- Ability to maintain a high level of professionalism and discretion
- Ability to use own initiative

- Enthusiastic, highly motivated, and proactive manner
- Strong organisational skills
- Ability to maintain a high level of attention to detail to ensure high levels of quality are consistently met
- Ability to work effectively in a fluid and fast paced environment
- Proficient in Microsoft office: Excel, Word, Outlook

Mitre Studios is an equal opportunity employer. It is our policy to ensure that every job applicant and employee is treated with equity and respect whatever your sexual orientation, age, disability status, gender, gender identity or expression, religion, ethnicity, marital status, pregnancy or maternity status and family circumstances. We are committed to not only our legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.