



05 Job Description 01/05/2019

Job Title	Project Manager
Grade	Manager
Main purposes of job	Planning & Delivery of Projects & Productions.
Key Objectives	
1 Leadership & Management	Identify, support and manage creative and technical staff and freelancers; ensuring our talent pool is up to date with our activities, skilled to deliver our services and we celebrate their successes. Act as a Creative Mentor to young people and diverse emerging talent. Support the 'Film Office' and FO.
2 Training	Oversee the planning & delivery of 'The Resources' and 'YES' projects. Develop strategies and lead on planning and delivery of workshops and training including adult and youth activities.
3 Development	Solicit, review and evaluate all creative submissions (scripts, ideas, proposals) against our Vision, Mission and Values. Identify priority projects and lead on their development (inc securing resources) in collaboration with HOP.
4 Production	Manage all creative and technical aspects of production; talent, resources, workflows, paperwork and delivery in collaborating with HOP & BM. Commission out or self-direct, shoot and edit all projects.
5 PR	Maintain our profile within the Creative Industries, by representing the organisation at key strategic meetings and acting on the CEO's behalf as required. Proactively produce and share marcomms content working alongside the HOP and DO.
6 Relationship Management	Establish and maintain collaborative relationships with key external agencies and organisations. Identify opportunities and work with the CEO and HOP to achieve business goals.
7 General	In addition you will be required to undertake any other duties as may reasonably be required.
Responsible for	Staff: Freelance Associates. Resources: Project paperwork.
Reporting to...	CEO