

## Production Manager

Manchester, UK, Full-time

Flipbook are looking for a Production Manager amongst other roles to join their growing team in Manchester. Our city centre studio is expanding due to new client wins across TV drama, Advertising, Video Games and Digital markets.

As a production manager, you will be responsible for managing artists, client expectations and schedules across multiple Animation, VFX, post production, interactive and immersive projects. You will be highly organised, a clear communicator with excellent people management skills and an exceptional eye for detail. As a front-line member of staff you will be required to travel to meet with clients in the UK and occasionally internationally, acting as a passionate representative of the company.

You will work closely with clients and Flipbook's internal teams, managing schedules and expectations to deliver projects to brief and on budget.

### Qualifications

#### Essential:

- Confident, clear, creative communicator
- Deliver assigned projects on brief, on schedule & to budget
- Responsible for the projects schedule, setting milestones and managing overall deliverables.
- Excellent organisation and negotiation skills
- Excellent people management, communication and organisational skills, as well as an exceptional eye for detail.
- Manage client relationship and changing needs for *assigned shows*.
- Ensure good organisation of meetings, deliveries, note taking and project reporting
- Report project status directly to HoP and draw attention to show specific needs and issues
- Maintain a positive, upbeat, creative and professional team while being pro-active and solution-oriented
- Expert knowledge of MS Office packages
- Highly organised, first-class time/project management skills
- Excellent written and verbal communication skills

#### Bonus skills:

- Experience of the VFX / CGI or animation industry
- TV, Advertising or Video Games experience

#### What we offer:

- Fantastic, vibrant and creative work atmosphere with a highly experienced production team.
- Excellent creative studio in Manchester city centre with state of the art equipment, facilities and software.
- Collaborative and inclusive culture – real opportunity to work across multiple areas and grow.
- Regular team socials
- Competitive salary
- Company pension scheme.