

Pre-Production Manager

You will be responsible for arranging Pre-Production for our music videos, films, documentaries and television series episodes. This will involve organising any freelance crew members and equipment, transportation, props, locations (with permission), refreshments and timings for actors, extras and/or artists involved in the production.

The ideal candidate will be good at managing people but will also be able to listen carefully to instructions/meet a written brief or requirements of a storyboard. They will establish and maintain good relationships, regular calls and frequent interaction with different front end teams relevant to our productions. They will be good team players and have excellent people skills.

You must produce a production report for each video shoot which includes costing and liaise with the line producer to ensure preparation of actors and extras in advance of shoots.

Working hours will be 09:30 - 18:30 Monday - Friday as well as Saturday mornings 09:30 - 13:00 and you will report directly to the head of production. You may be required to work on some weekends for shoots.

This is a fantastic opportunity to join an up and coming media movement run by young people to create world class content with an established, highly talented and collaborative team.

Compensation is dependent upon experience.

Package will include relocation expenses if necessary.



REQUIREMENTS

- **Experience as a Pre-Production Manager for multiple music videos/films.**
- **A strong network in the creative/production industry in South Africa.**
- **Good communication and negotiation skills.**
- **Punctuality and strong organisation skills.**
- **Outstanding attention to detail.**
- **Understanding of lighting configurations for a variety of video shoot scenarios and art direction.**
- **Calm demeanour.**
- **Good at handling budgets.**

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