



November 2021

## Executive Producer Job Description

---

### Background

The Executive Producer is the leader of the Tanami Production team, overseeing all stages of the production process. The occupant of this role will be expected to lead the production team through pre-production scoping and logistics; oversee shoots; and co-ordinate the post-production workflow. An experienced authority on all aspects of production, the Executive Producer will work across projects of varying size, often simultaneously.

### Job Role

- Leading and supervising team with all avenues of pre-production. Booking locations, negotiating with suppliers, attending reces, scheduling filming days and logistics
- Work closely with and support the Head of Production to secure new business and pitch on campaigns
- Mentor Producers, Assistant Producers and Production Assistants as delegate tasks to the team as required
- Oversee project budgets, profitability, resources, milestones and deliveries – working closely with the Project Manager
- Develop ideas at the pitching and briefing stage with agency / production teams and advise on the financial & logistical feasibility of creative concepts
- Create and input to detailed timing plans for projects from pre-production to final delivery stage
- Negotiate with freelancers, suppliers, talent and contributors
- Shoot attendance (national and occasionally international)
- Build and maintain a reputation of high standards in production
- Interview contributors and conducting vox-pops
- Assess scripts and treatments with production budget in mind
- Overseeing growth and management of the freelance/supplier network
- Proactively supervise the online and social media content of the company

---

### Essential Experience

- Previous experience as an Executive Producer or extensive experience as a Senior Producer in an advertising or television setting



- Exceptional understanding of the production process, working on location and in studio environments
- Financial expertise and ability to manage bids exceeding 6 figures, delivering on GP targets
- Proven leadership ability and line management experience
- A track record running efficient and organized productions, with a proven ability to multi-task and determine project priorities
- Proven experience of having won and delivered on new business opportunities

### **Essential Skills**

- Advanced leadership, management and influencing skills
  - Excellent communication and client facing skills
  - Comfortable and confident working in a fast-paced environment with multiple stakeholders
  - Solid working knowledge of technical terms, equipment and workflows in both production and post-production
  - First class time/project management skills
  - Excellent written and verbal communication skills
  - Excellent crew management skills, able to delegate and take control, and listen to and value others' contributions.
  - Ability to work within a team towards a common goal
  - Strong understanding of new filming techniques and technology, sharing this knowledge with the team for their development
  - Excellent knowledge of industry rates, procedures and health and safety guidelines
  - Ability to manage challenging personalities and avoid confrontation
  - Ability to make quick, effective decisions whilst assessing creative and financial circumstances
  - Excellent IT skills
  - Willingness to contribute to tender writing
  - Commitment to detail and high standards of quality control
  - A full clean driver's license
-