



Job Description

Role: Production Manager – VICE News, Fixed Term

Overview:

VICE is a global youth media company and the industry leader in producing and distributing the best online video content in the world. Launched in 1994 as a punk magazine, VICE now operates out of 36 countries, and has expanded into a multimedia network, including the world's premier source for original online video, VICE.COM; an international network of digital channels; a television & feature film production studio; a magazine; a record label; and a book-publishing division.

The Role:

As a key person in the News Team and Production department you will report directly to the Head of Production, Digital and Commercial UK and Head of News UK. You will work closely with the production team in the UK but also liaise and co-ordinate shoots across the company globally. You will ensure that the News team and its productions run smoothly, meet deadlines, are safe and stay within budget.

You must closely monitor schedules (from development to delivery), create all budgets, manage and write contracts, be across all Risk Assessments including hostile environment shoots and approve all call sheets. Have a comprehensive understanding of insurance policies, Cost Managers and Cost Reports for which you will be solely responsible for and report on. Additionally, the Production Manager needs to deal with any contingencies during pre-production and shooting, and prepare workable alternative plans. You will be on call on rotated weekends.

The Production Manager is a senior role within the News team. The right candidate will have extensive documentary, current affairs and/or news production experience, be confident managing multiple projects at any one time and have the patience and flexibility to operate in a fluid and busy environment with challenging shoots.

Roles and Responsibilities:

- Reporting to Head of News and Head of Production, Digital and Commercial.
- Writing and managing the Vice EU annual News budget and all smaller project budgets.
- Tracking and reporting spends and against the annual output targets.
- To oversee the day-to-day and longer term running of the entire news department.
- To assist in overseeing post production workflow through the edit to deliver with the Post Production Supervisor.
- To manage and supervise the safety of all staff and crew for all shoots, including Hostile Environments. Instilling best practices within the team.
- Oversee and manage daily check ins with teams out on shoots.
- To directly manage a production coordinator and production secretary
- Approve all filming plans including risk assessments and call sheets, using third party advice where necessary.
- Arranging insurance for all shoots. Have experience with insurance claims and securing adequate cover via insurance brokers.
- Approving invoices, expenses and organising float.

- Work with Producers to hire crews, fixers and contractors.
- Approving/organising the booking of equipment and suppliers.
- Overseeing location bookings and arranging any necessary permissions.
- Oversee and run all travel bookings and logistics including visas, permits, vaccinations and accreditations.
- Overseeing rights clearances, post production paperwork and deliverables.
- Implement and encourage training across the department.
- Writing and approving contracts for staff, freelancers and 3rd party suppliers.
- Drawing up and running shoot and edit schedules.
- Liaising with US and EU Vice offices on co-productions and/or commissions.
- Available for weekend and evening work where necessary.

Other:

- To undertake such other tasks including general administrative duties as may be required from time to time
- To be an ambassador for the business at all times.

To apply please email a brief cover note and CV, with the reference “**Production Manager – VICE News**” in the subject line to: ukrecruitment@vice.com. **Please include your notice period and salary expectations in your application.**

We look forward to hearing from you!

If you do not hear back from us within one month of applying then unfortunately your application has been unsuccessful. Thank you once again for applying and we wish you success in your future career.