

Head of Production

Location:	London
Department:	Production
Line reports:	Senior Producer x 2, Video Content Lead, Video Content Creator, Young Reporter Officer
Reports to:	Director of Marketing and Comms
Hours:	Full time (35hrs/week)

About Into Film

Into Film is an education charity that puts film at the heart of children and young people's educational, cultural and personal development.

Over half of UK schools engage with our programme of film clubs, special cinema screenings, and resources and training to support classroom teaching. Alongside rich online content for young audiences, this provides 5-19 year olds with inspiring opportunities to learn about and with film, and develop a passion for cinema.

Role Summary

As a member of the organisation's Leadership Team, the Head of Production will lead on the planning and production of all audio-visual content for Into Film's key audiences – film club leaders and young people aged 13-19 through our Get into Film channel and youth brand.

As well as strong production experience (including pre and post), the post-holder will have excellent communication, collaboration and negotiation skills and is able to scope a project from end to end.

As team lead, the Head of Production will manage the production and edit schedule and have the ability to produce on occasion.

Main Responsibilities:

- Work as part of a cross-organisation Leadership Team to ensure the implementation of Into Film's strategic plan
- Lead on the planning and production of all audio-visual content for the organisation, working with other Heads of Department to ensure that it meets strategic objectives and is disseminated through the appropriate channels
- Lead the Production Team to produce a range of high quality, inspirational audio-visual content for Into Film's online learning materials and Learning Management System (LMS)
- Lead the Production Team to produce a wide range of entertaining and educational content for the organisation's Get into Film channels, including YouTube, Facebook and Instagram. Position the channel to meet internal and funder KPIs
- Work with colleagues to measure and monitor the success of Into Film's audio-visual content and use data to inform future decision-making and production
- Manage all aspects of the Production Department budget, including reporting and reforecasting
- Oversee the management of the Production Team, identifying where support, training and development are required
- Provide reports to the Executive team and contribute to regular reporting to the BFI and other funders/stakeholders
- Actively promote equal opportunities, and the principles of diversity and inclusion in all aspects of Into Film's work, and ensure that these are reflected in the content it produces

- Ensure that statutory regulations in the provision of film and media content are complied with e.g. DDA, Safeguarding and Child protection and GDPR
- Broker and maintain productive relationships with other organisations and individuals contributing to or supporting the production of content
- Ensure that all content is legally compliant and rights cleared for use on specified channels

General Responsibilities:

- Commitment to quality internally and in all dealings with the public, members, teachers, children and young people, partners, funders, supporters etc.
- Contribute to long term planning to ensure growth in line with demand and resources
- Contribute to the regular monitoring and evaluation of the Into Film's work
- Commitment to equality of opportunity in line with Into Film's Equal Opportunities Policy
- Any other reasonable duties assigned by Into Film

Person Specification:

Essential:

- Experienced leader, with a sound ability to motivate and inspire teams
- Extensive knowledge and experience of audio-visual content production and post-production, including the ability to produce where necessary
- An understanding of Into Film's two key target audiences (educators and young people), including the content they consume and how they consume it
- Proven experience of developing and implementing content strategies that ensure all output is optimised for engagement with an online audience aged 13-19
- Demonstrable experience of working within a fast-paced, production-focused environment, including the overseeing and line management of project teams
- Extensive experience of working successfully and collaboratively with colleagues from across an organisation to plan, produce and implement audio-visual content
- Proven experience of preparing and managing individual project and departmental budgets
- Good working knowledge of rights and compliance issues in relation to audio visual production/programming and experience working within guidance of legal advisors
- Confident creative judgement, including experience of providing feasibility testing, feedback on scripts and edits, and taking responsibility for project sign-off and delivery
- Experience and understanding of project evaluation and evaluation frameworks

Desirable:

- Familiarity with the Microsoft Office and Excel
- A love and knowledge of film
- An understanding of VOD and Learning Management platforms
- Event management experience

All employees regularly working with children will be required to undertake an enhanced DBS check (and/or Access NI check or Disclosure Scotland check, depending on working location).