

Production Manager Position

Company Name: Top Two Three Films

Contact Name: Norm Mintle

Contact Title: Senior Executive Producer

Brief Description of the Company: Top Two Three Films is a film production and entertainment company. Founded in 2000 by Sébastien Dumesnil and Robert Nichols, it is a privately held company based in Los Angeles, California. In addition to motion picture (fiction and documentary films), television production, and music videos, the company also offers various services from the pre-production process (such as Script Breakdowns and Script Formatting) to the post-production process (such as DVD Authoring, Bonus Features and Packaging), from the final steps of distribution (such as Electronic Press Kits, and Subtitling) to promotion (Website Translation and Posters.)

Job Title: Production Manager

Department: Pre-Production/Production

Position Summary: Works alongside producer to make sure a production is made on time and within budget. Works within a framework set out by the director and producer, and ensures the practical work has been done so that the filming environment is ready for production.

Responsibilities:

- Books locations and carries out risk assessments to make sure the location is within health and safety guidelines and best practice.
- Sets up castings for actors.
- Makes sure scripts are prepared and distributed.
- Responsible for covering areas such as the use of child actors, copyright issues, etc.
- Works on the shooting schedule with director and producer.
- Makes sure filming is done on time and within budget.
- Supervises other crew members.

Qualifications:

- Good thinker and confident in explaining your ideas to others.
- Able to remain calm when working under pressure.
- Strong verbal and written communication skills.

- Ability to work independently as well as with a group.
- Ability to supervise other people and delegate tasks.
- Excellent health and safety awareness.