



Job Description

Role: Production Manager
Reporting to: Head of Videos for i-D and its brand new luxury lifestyle channel

i-D Magazine launched into the UK market in 1980 as the original style title. With an impressive black book of contributors and maintaining its core values for more than 30 years i-D continues to have significant presence and respect in the worlds of fashion, art and culture.

i-D is launching a brand new luxury lifestyle channel this year. It aims to reflect the values of an emerging generation of more affluent millennials and will be delving into the worlds of travel, food & drink, art & design, wellbeing and entrepreneurship.

The Role:

i-D are looking for a Production Manager to join their Video Team on a permanent basis.

The successful candidate should have strong production management skills as well as an understanding of or passion for culture. They will be calm under pressure, reliable and a good team player.

This person will be adept at writing and managing budgets as well as having proven experience of contracting crew, licensing agreements and ensuring productions are legally compliant.

This role is largely office based and will very rarely require you to be present on set/on location.

Key Responsibilities:

- Work with the Head of Videos to plan and manage budgets, staffing and content programming for annual UK output, ensuring the department is making its annual output targets.
- Manage and provide support for all productions ensuring they are delivered on time and within budget.
- Responsible for budgeting all commercial and editorial jobs ensuring they are produced to i-D's high production standards.
- Ensure correct and accurate schedules and communicate to relevant teams.
- Write and/or approve all third party production contracts and budgets.
- Arrange necessary insurance for all shoots.
- Approve all invoices and expenses.
- Work with Producers to hire crews and contractors inc. negotiating rates of pay.
- Approve the booking of all equipment, freelancers and suppliers.
- Overseeing location bookings and arranging any necessary permissions.
- Oversee all travel bookings and logistics including visas, permits, and accreditations.



- Write and approve contracts with third party suppliers.
- Approving and overseeing shoot and edit schedules.

Previous Experience:

- You will have previous experience as a production manager or production coordinator.
- You will show evidence of strong communication skills and will be able to manage talent at all levels.
- You will have managed shoot budgets and expenditure for your previous productions to a commercial level (at a minimum).
- You will show a passion and enthusiasm for fashion, music, and culture.
- You will be able to demonstrate a confident knowledge of contracting and basic legal protocol.
- You will demonstrate a good knowledge and understanding of the production industry.

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.

Please email your CV with a brief cover note detailing your relevant experience to ukhr@vice.com stating “**i-D Production Manager**” in the subject line.

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.