

Job Title: Video Producer
Department: DRPG Video
Based: Hartlebury
Reporting to: Senior Producer

REMUNERATION

Agreed as per contract of employment.

Bonus & pension contribution scheme as outlined in your contract of employment.

PURPOSE

To manage and deliver projects to our clients' highest level of satisfaction, on time and on budget, ensuring a continuously and consistently high level of service to all clients and on all projects.

PRINCIPLE DUTIES

- To manage projects in a producer role and work closely with the projects' stakeholders, internally within **DRPG** and externally at the clients' end
- To manage production budgets effectively and deliver projects within the stipulated deadline and cost
- To cost productions based on the requirements stipulated by the creative
- To co-ordinate brainstorming following client meetings / briefings and following that, help co-ordinate the pitch and/or proposal process
- To lead, motivate, support and direct other, less experienced team members
- To keep up to date with new technical and creative developments in the corporate film production sector and be aware of the competition

This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.

EXPERIENCE

- A minimum of 5 years experience in TV or corporate film production
- A high level of experience working with a variety of film related projects
- Extensive experience of working with corporate organisations

SKILLS

- Ability to understand and interpret clients' requirements instantly and relay this to the assigned project Director
- Ability to cost small to medium sized projects and deliver a high GP on those projects
- Ability to manage client expectations whilst always delivering against drp's promise
- Strong visualising skills and a good eye for detail

- Good level of business acumen
- Must be able to competently co-ordinate their time
- Be able to work under pressure and meet deadlines
- Be able to communicate effectively both verbally and in writing
- Be punctual and willing to work outside normal office hours when required
- Must be computer literate

CHARACTERISTICS

- Imaginative aptitude and “vision” for bringing ideas to life through video / film
- A true love of all things ‘film’
- Organised with a true desire and eye for perfection
- Quick to understand a brief and what it needs to achieve
- Focused on consistently providing high service levels
- Positive attitude towards challenging situations and multi-tasking
- Self motivated with the ability to work individually and as part of a wider team
- Willingness to learn new skills and develop existing ones
- Must be committed to making ‘anything possible’ with a ‘can do’ attitude

OTHER REQUIREMENTS

- Able to travel throughout the UK and overseas
- Full colour vision
- Driving licence

DATA SECURITY

At all times you must work within the guidelines set out in the **DRPG** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so will be deemed as gross misconduct.

FURTHER NOTES

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company’s other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **DRPG** Health & Safety Policy and Employee Manual.

THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete

in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

***DRPG** is an equal opportunities employer.*