

Role: Production Manager
Reporting to: Senior Production Manager
Salary: £26 - £28k p/a based

PRODUCTION MANAGER ROLE

We're looking for a curious and enthusiastic Production Manager to join our Creative Operations team. This is a development role for someone with an interest in design and the ability to problem solve. You will be part of a wider team who explore the print and structural aspects of design and work with clients, manufacturers and designers to bring ideas to life. You will have the opportunity to build your technical knowledge of print and production processes so that you can advise and support design teams and clients alike. You will be able to understand how to take the design intention for an idea and think through how to make that come to life from a technical point of view.

This role will suit someone with a proactive nature, who works well with a range of different personalities and disciplines. You will have the opportunity to interact with all the other teams in the studio as well as with clients.

DAY TO DAY RESPONSIBILITIES INCLUDE

- Creation and management of timelines, budgets and production schedules
- Regular and clear communication internally and with clients regarding project status
- Reviewing design work in line with printing guidelines and specifications.
- Supporting design teams with understanding of 3D production build and print.
- Reviewing final artworks for accuracy or print specifications and copy
- Researching latest technology and trends in printing and packaging and sharing with teams
- Support production managers in day to day running of projects.
- Manage and co-ordinate projects with external suppliers.

DESIRED SKILLS & EXPERIENCE

- Must have 1+ year experience in a similar role.
- You will most likely have a design background or a technical background.
- Attention to detail, great communications skills and an appreciation of design will all be required in this role.
- Understanding of technical drawings.
- Must have Microsoft Office knowledge with confidence in Excel.