

COMPANY:

edgefactory is an Emmy® and Telly® award winning full-service media production factory. For twenty years, we've specialized in elevating brands by adding energy, emotion, and edge. Through creativity and technology with an emphasis on service, we create experiences for our clients at a whole new level. With a focus on meetings and events, corporate communications, and tradeshows, our creative excites our clients and engages their audiences in the face to face or virtual world.

JOB DESCRIPTION:

edgefactory is looking for a creative, passionate Production Manager for its Orlando World Headquarters. The Production Manager is responsible for the day-to-day production on the Factory floor. He/she supervises, motivates and supports the team on a daily basis, applying a team approach and maintaining open communication. The Production Manager assists the Director of Production with planning, scheduling, and strategy for all production activities while continually maintaining profitability. The Production Manager performs essential functions to ensure overall customer satisfaction, quality service, establish and maintain effective communication with employees and clients.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

As the Production Manager and the leader of assigned projects, he/she is accountable for meeting the production and quality goals, as well as playing a key role in meeting the company-wide profitability and customer satisfaction goals:

- Partner with Director of Production in the management of the production staff
- Organize workflow and allocate resources to meet deadlines and to complete assigned jobs
- Work with the sales team and management team to forecast staffing requirements and project deliverables
- Oversee scheduling, time off requests and overtime within the production department
- Ensure projects remain on budget and manage talent resources efficiently
- Assure that project staff has the resources, software and information to perform their functions
- Manage software, hardware, and production gear keeping everything up to date and facilitating the needs of the team and various projects
- Recruiting, mentoring, developing team members within the production department
- Educate team members in best practices for production and post-production
- Maintain a positive department attitude and ensure that production team members are aligned with the company culture, goals, and values

REQUIRED SKILLS/EXPERIENCE:

- Minimum 2 years supervisory experience of 5 or more employees
- 5 years production experience
- Strong knowledge of all facets of production, including video production and the Adobe suite
- Excellent verbal and written communication skills
- Excellent computer operation skills
- Excellent interpersonal skills

EDUCATION:

Bachelor's degree in video production, business administration, management or television.

COMPENSATION:

This is a full-time, salaried position, Salary range \$55k to \$65k (based on experience)

TIME COMMITMENT:

40 hours per week. Some travel may be required. Office hours are 9:30 AM – 6:30 PM.

TO JOIN OUR AWARD WINNING TEAM:

Submit your resume and/or demo reel to: hireme@edgefactory.com to apply for this position.

Job Location: Orlando, FL

Salary Range: \$55k to \$65k based on experience

Relocation: None

Requisition ID: 032421

"edgefactory is an Equal Opportunity Employer"