**Job Description**

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| **Position** | Imagination Academy - Junior Production Manager |
| **Reports to** | EMEA Production Director |
| **Location** | London |
| **Working with** | Two 6 month placements across various teams [can be more teams if relevant for production] |

**Imagination**

Established in 1978, Imagination is an independent creative agency with 19 offices and award winning results worldwide. We are a dynamic organisation, evolving in response to the changing needs of clients. Our name is our promise delivered by our people, who are drawn from every discipline to work in one common purpose. We are united by a belief in the creative power of the mind and the transformative value of experiences. We create more effective engagement that builds relationships between people and brands, products and services, towards delivering greater value for our clients. We do so by transforming business through creativity.

**Imagination Academy**

Attracting world-class talent through our graduate programmes, you will build upon your knowledge through exposure across a range of projects, undertaking two 6 month placements in different client teams which will be supplemented by targeted programmes of mentoring and innovative development.

**Teams (you’ll be working in two or more of the following teams)**

The Automotive Team is a multi-disciplinary department delivering over 60 major projects globally each year. These include global auto shows, product launches, internal communication events, corporate identity and retail design for clients including Jaguar, Land Rover, Aston Martin and Rolls-Royce Motor Cars.

The Ford Team delivers communication across channels supporting Ford’s dialogue with diverse audiences, internally and externally. The Ford Team produce break through experiential campaigns including auto show exhibitions, product launches, media presentations and brand consultancy.

The Shell Team delivers communication consistency and operational efficiencies across channels. The team support Shell through design, creative strategy, implementation of exhibitions, events, brand experiences sponsorship activations, bespoke digital content and visual identity.

The Client Team focuses on delivering work for existing clients and turning project-based relationships into long-term commitments. The team also lead and drive new business pitches. The Client Team work across communication strategies, experiential exhibitions, events, corporate and experience brand identities as well as digital content.

**Role:**

**Overview:**

The main responsibility of the Junior Production Manager is to provide dedicated support to the production team for the technical and production requirements of a wide variety of live events and exhibitions. However, you will also be required to take on smaller projects on your own, from budgeting through to delivery.

**Detailed responsibilities:**

* Assisting production managers in acquiring costs from suppliers and creating cost comparison studies.
* Creating budgets under the direction of the Production Manager/s
* Assisting in research of products and services
* Co-ordination of logistics arrangements with in-house staff and freelancers.
* Working with Creative Production teams to help develop solutions for live event situations.
* Assisting with the scheduling of the production process.
* Liaise with venues and carry out site visits as appropriate, reporting back as to suitability for required situation.
* Maintaining relationships with suppliers and ensuring new and innovative products and services are introduced.
* Work in conjunction with the Imagination Warehouse to manage client properties.
* Under the supervision of the production manager, be responsible for transportation load lists and overseeing the packing of shipments at the Imagination warehouse, including creation of international shipping documentation and managing the loading crews.
* Assist with the management of health and Safety on all projects in conjunction with the Imagination Health and Safety manager.
* Assisting with any production and creative production tasks as workload demands.
* General office support for the Head of Production (Managing diary, filling out expense claims, organising meetings, note taking, taking messages etc…)

**Experience and skills required**

* Relevant practical experience in similar industries (especially theatre / Live events)
* Basic understanding of technical staging, AV and construction processes.
* Educated to degree level/professional qualification or quality by experience
* Understanding of the budgeting process and good mathematical understanding.
* Ability to multitask projects.
* Interest in current business issues.
* Computer literate in Microsoft word and Excel.
* Basic knowledge of current UK and European Health and Safety regulations.
* This role will present opportunities to further training in some areas such as health and safety, first aid and CAD programmes.

**Desirable skills**

* Vectorworks / AutoCAD literate
* Powerpoint / Keynote literate
* Qualification in Technical Theatre.
* 2nd commonly spoken European Language
* Practical experience of budgeting.
* Practical experience of technical and staging, including contractor liaison
* Full UK driving licence

**Personal Attributes**

* Hard working, reliable and attentive to detail
* Team oriented and an excellent communicator.
* Calm, collected and approachable persona – even under extreme pressure.
* Pro active and work with own initiative.
* Thirst for extending personal knowledge of the industry and skillset.

## Able to travel internationally for periods of up to 1 week.

**Our Values**

Imagination has values that set us apart from other communications agencies.  These values and talents are the reason we stand out, they demonstrate what we stand for and are the things we most want to be known for.   
  
**Inspiring**  
We breathe life into ideas, creating exciting opportunities.  
  
**Insightful**  
We demonstrate a deep understanding in all we do.  
  
**Committed**  
We are totally dedicated to Imagination, our clients and our work.  
  
**Collaborative**

We work together, delivering positive results for Imagination.