

Molinare, Notorious DIT – producer – job spec

Molinare is offering a number of positions as part of this programme and are happy to discuss access needs at any stage. Their main building on Foubert's Place has step-free access from a side street (Marshall St.) as well as an accessible toilet. Molinare is a flexible and adaptable employer, working with successful candidates to ensure they have the most fulfilling of experiences during their placement at the facility.

Full Time:

Contract: 4 weeks

Start Date: TBC

Location: London W1

About our work

Molinare is a film and broadcast post-production facility with 50 years of experience and is now one of the most respected names in the industry, specialising in television drama, feature films, feature documentaries and broadcast factual.

Molinare began in 1973 with a small studio called Molinare Sound Services. Today, having expanded into the world of high-end broadcast and feature post production, they are in an exciting position of strength and growth, providing the most creative and technically advanced services achievable.

Specialisms include grading and digital intermediate, sound, interactive, workflow management and international servicing.

What we are looking for

The senior producer plays a pivotal role in the successful delivery of our DIT and digital dailies projects. This individual will be responsible for overseeing all projects from bookings stage to completion. The ideal candidate will have a strong understanding of the film and television production process, excellent project management skills, and a proven ability to lead and motivate teams. They should also possess a good level of technical knowledge of DIT and lab equipment.

Responsibilities

- **Project management:**
 - develop and implement comprehensive project plans, including timelines, resource allocation, and budget management
 - oversee all project phases, from pitching, through bookings and to delivery, ensuring adherence to schedules and budgets

- coordinate with clients, production teams, freelance staff, and internal staff to ensure smooth project execution
- proactively identify and address potential risks and challenges
- implement quality control measures to maintain high standards of output
- ensure client satisfaction and identify improvements

- **Production management:**
 - manage DIT and digital dailies teams of all levels
 - coordinate equipment and personnel for on-set DIT operations

- **Client Relations:**
 - develop strong relationships with clients
 - understand client needs and expectations
 - provide excellent customer service and support
 - proactively communicate project status and address client concerns

- **Business Development:**
 - identify and pursue new business opportunities
 - networking and new client face to face meetings

Skills and experience

Knowledge & Experience

- would suit someone stepping up from being a junior post production manager, with on-set experience
- in-depth knowledge of DIT and digital dailies workflows and technologies
- understanding of financial and budgeting principles

Skills & Abilities

- excellent organisational and time management skills
- ability to work under pressure and meet tight deadlines
- strong leadership and interpersonal skills
- excellent communication and problem-solving abilities

General duties

In addition to the specific duties and responsibilities outlined in this job description, all employees should be aware of their specific responsibilities towards the following:

- adhere to all health and safety and fire regulations and to co-operate with the company in maintaining good standards of health and safety.

- adhere to all policies and procedures at all times.
- uphold ethical and professional standards and not behave in a manner that is likely to bring the company into disrepute.
- promote and sustain a responsible attitude towards equal opportunities and diversity across the company.
- demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role
- be an active role model as a team member at Molinare.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the company at any time after discussion with the post-holder.

Company values

What do we believe in at Molinare:

- Teamwork - our best projects are born when we share our skills and experience with each other.
- Passion - we treat every project with respect and time that it deserves.
- Expertise - by embracing our creative background, we take the risks that allows us to aim higher.
- Talent – we nurture talent to grow and do something meaningful at Molinare, which raises the bar for all of us.
- Inclusion – we all grow better professions and better people by working with different backgrounds, cultures and thinking styles.

Website

<https://molinare.co.uk/>