

Production Manager



Our Purpose

A global arts and entertainment company
Making imaginary worlds a reality

Our Values

creativity, courage, community, kindness,
excellence and kotahitanga

Role Overview

The role of the Production Manager at Wētā Workshop is to ensure product is delivered on time, on budget (in close collaboration with the Project Team and Head of Manufacture) and to the satisfaction of the client's brief and Wētā Workshop's own standards.

- Work closely with project team to plan and administrate the execution of projects to client requirements and within budget.
- Provide key information to account management to enable accurate quoting of jobs for clients.
- Develop and track project schedules and budgets.
- Monitor the margin target set by account management and working with the Project Team to take all measures to try and achieve the target margin.
- Provide necessary project reporting and status updates to the Supervising Production Manager, Project Team Manager, and Account Management as required

Key Accountabilities and Outcomes

Plan and administer the production of projects to required delivery standards:

- Accountable for presenting vital project brief information clearly and accurately to the Workshop floor manufacture management team, to enable them to make the right decisions; keeping them regularly updated with changes from the client, in a timely manner.XXX
- Assist Account Management team in liaising with outside vendors to ensure deadlines, budgets and contracts are agreed and are met.
- Liaise with the project team and workshop crew to ensure everyone understands the brief. Follow up on any outstanding or uncompleted tasks in a timely manner.
- Utilise production communication systems such as confluence and arrange internal turn over/briefing/update meetings.
- Solve problems in collaboration with the project team as relevant that may arise during the projects, escalate problems as necessary to the Supervising Production Manager and/or the Head of Manufacture.

- Implement/Raise purchase order numbers as required.
- Implement/Arrange shipping as required.
- Implement/Provide script and schedule breakdowns as required.
- Have an awareness of product and raise with the Project Supervisor if anything misses client brief requirements.
- Any other necessary production management administration.
- Effective training and delegation to other junior support roles in the production team (if/when necessary). Keeping the Supervising Production Manager aware of administration support requirements.

Quoting:

- Manage quoting on allocated projects, communicating all applicable assumptions and dependencies.
- Ensure quoting is in line with client brief and budget expectations.
- Ensure that the Supervising Production Manager, Head of Manufacture, and Account Management team are aware of the details of the quotes.
- Work with the Account Management team to ensure client contracts and invoicing schedules are in place and followed through with, in a timely manner
- Negotiate change-to-work requests and communicate any impacts to client budget and/or schedule.

Develop and track project schedules and budgets:

- Maintain an awareness of workload on the workshop floor to aid in resource planning and managing client expectations for current and new work, including key milestones.
- Work closely with the Project Team to develop project budgets, and key milestones, in accordance with the client's brief, the internal timeline and client schedules.
- Track the progress of the project against the agreed budget and timeline.
- Ensure that all key stakeholders are kept aware of and understand project budgets and schedules and are informed of any changes or issues as the project progresses.
- Implement production related processes and systems (for example: tracking boards).

Provide project reporting and updates to management as required:

- Manage and analyse weekly project cost reports, including department hours allocations, in collaboration with the Project Team
- Provide project status reports to Account Managers including issues or challenges that require Account Management involvement
- Work with the Supervising Production Manager to design systems to improve production effectiveness and efficiency

Champions excellent health, safety and wellbeing practices.

Experience and Qualifications

- 5 years Production Management or similar experience
- Working in a manufacturing and/or creative environment
- Understanding of manufacturing processes

Skills and Competencies

- Excellent administrative skills and attention to detail
- Sound organisational and time management skills
- Strong written and oral communication skills
- Positive and proactive aptitude with plenty of initiative, perseverance and resilience to see projects through to completion
- Excellent ability to problem-solve collaboratively within a high-pressure environment
- Strong relationship management skills with the aptitude to relate and communicate effectively with a diverse range of people.
- Proficiency in Excel, Microsoft Office and Project Management Software

Key Working Relationships

Internal

- Manufacture Project Team(s)
- Head of Manufacture
- Account Management Team
- Workshop Analyst
- Workshop Team Leaders and Heads of Department
- Creative Director(s)
- Design Team

External

- Client(s)
- External Vendors

Additional Information

Job Description updated April 2024