

THE LOOP LAB

872 Massachusetts Ave., Unit 1-5, Cambridge, MA 02139

POSITION DESCRIPTION

Position: **Production Manager**

Posting Date: December 2nd, 2021

Compensation Range: \$62k-\$65k

Job Types: Full-Time

Hours per week: Full-Time

Location: Cambridge, MA

WHO WE ARE

THE LOOP LAB is an innovative media production nonprofit comprising a Studio and a learning community, which exists **to empower Womxn and People of Color in the media arts to develop careers in audio/video through job training and job placement.** As a multi-racial organization, we are committed to ending inequality and racism through digital storytelling located in Cambridge, MA and serving young adults throughout Greater Boston

WHAT WE CARE ABOUT.

- Creating positive social change through digital storytelling, and media.
- Giving a voice to those misrepresented or underrepresented.
- Doing well and doing good. As a social enterprise, we're a sustainable nonprofit business model.
- Excellence. The highest quality of services in education and media production.
- Building authentic community, diversity, inclusion & equity from within and with partners

THE ROLE

We are in search of a Production Manager to lead our Loop Lab Studios in creating content, managing client relationships and mentoring our Loop Lab Apprentices and Alumni.

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This person will work closely with the Executive Director, Administrative Manager and Head of Operations and will be responsible for day-to-day Production.

RESPONSIBILITIES

The Production Manager will be responsible for:

1. Direct Media Content Creation
2. Relationship Development & Client Management
3. Content Creation Integrity, Project Budgets & Day-to-Day Services Delivery
4. Team Management & Development
5. Mentorship
6. Collaboration & Team Building

What that looks like:

Relationship Development & Client Management

- Build and maintain strong relationships with clients, donors and employers on behalf of the Studio and organization
- Support gathering of leads and prospective clients, donors and employers and manage Studio inquiries and leads
- Collaborate with team to deepen multi-layered relationships

Content Creation Integrity, Project Budgets & Day-to-Day Services Delivery

- Oversee day-to-day Studio services delivery, ensuring creative integrity, high quality and alignment with industry standards throughout the production process until delivery
- Manage and implement clear client intake, onboarding and collaboration processes to build future collaboration opportunities
- Manage the spending, invoicing, reporting and budget for each project and overall Studio portfolio

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- Be a sounding board for creative producers, creating and providing guidance on production work plans, share constructive feedback media rough cut reviews and
- Support the creative producers implementation of the production plan
- Collaborate with the Program team to ensure the effective coordination of the Media Arts Apprenticeship Program activities

Team Management & Development

- Manage human resource needs and time allocation for each project, which includes studio team members and contractors who are creative producers, video producers, videographers, production coordinators, editors and additional team members.
- Help to keep the team inspired, focused and accountable – making sure projects are executed efficiently, professionally and on time
- Cultivate a culture of learning and feedback, facilitating reflections and making space for professional development
- Support team hiring, promotion, evaluation, community accountability and disciplinary actions

Mentorship

- Mentor video producers, editors and Studio team members
- Mentor interns and support training efforts
- Assist with hiring interns, onboarding and assigning them to projects

Collaboration & Team Building

- Collaborate with Loop Lab team members to continue to build an anti-racist culture and practices
- Engage in Loop Lab team building activities, which may include team meetings, Studio team sync up meetings, retreats, and other team-related gatherings
- Reflect and engage in your own anti-racist journey and professional development individually and with the team

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WE ARE LOOKING FOR SOMEONE WHO:

- Has worked as a production manager or equivalent at an agency or production company for 3-4 or more years.
- Is an effective project manager and a humanistic leader that can motivate a team, build trust, listen, and be flexible.
- Practices emotionally intelligent communication.
- Is naturally organized, responsive and resourceful.
- Aspires to grow in leadership and management skills.
- Is highly proficient with video pre- to post-production workflows and/or narrative filmmaking.
- Is detailed-minded with the ability to prioritize and problem solve.
- Is a team player who excels in nourishing collaborative processes.
- Passionate about media representation.

THE DETAILS

- This is a permanent full-time position.
- Compensation range: \$62k-\$65k
- Location: This role will be a hybrid role, which means the opportunity to work remotely part time and to be onsite at our Cambridge, MA location or on site for production.
- Must be able to work 40 hours per week. The Loop Lab observes a meeting-free Friday and encourages all team members to use Fridays to catch up on work as needed.

HOW TO APPLY

Please send a cover letter, resume and link to writing samples to jobs@thelooplab.org. No phone calls, please.

EOE. We strive for a workforce as diverse as the community we serve. Women, people of color, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.