

THE LOOP LAB

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

POSITION DESCRIPTION

Position: **Interim Production Manager**

Posting Date: September 2nd, 2021

Compensation Range: \$20k max. from date of hire to Dec. 31st, 2021

Job Types: Full-Time

Hours per week: Full-Time

Location: Cambridge, MA

Completion date: December 31st, 2021

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

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THE ROLE

We are in the process of completing 13 of our 14 outstanding production projects and during this process we are looking for a temporary Production Manager to oversee the completion of all outstanding Loop Lab Studios projects with a completion date of December 31st 2021.

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
- Manages and implements clear client intake, onboarding and collaboration processes to build future collaboration opportunities

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- Manages the spending, invoicing, reporting and budget for each project and overall Studio portfolio
- 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 implement 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
- Cultivates a culture of learning and feedback, facilitating reflections and making space for professional development
- Supports team hiring, promotion, evaluation, community accountability and disciplinary actions

Mentorship

- Mentors video producers, editors and Studio team members
- Mentors 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

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- Reflect and engage in your own anti-racist journey and professional development individually and with the team

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.
- 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 temporary full-time position.
- Compensation range: \$20k from date of hire to Dec. 31st, 2021
- 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.

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HOW TO APPLY

Please send a cover letter, resume and link to writing samples to chope@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.