

JOB DESCRIPTION

JOB TITLE:	Production Manager
REPORTS TO:	Director of Development
SALARY:	£30,000 per annum
CONTRACT:	12 months
LOCATION:	Flexible – at least three days per week to be spent in HMP Brixton (London) or HMP Coldingley (Woking, Surrey)
LEAVE:	24 days per annum
HOURS:	Full-time

OVERALL PURPOSE OF THE PRISON RADIO ASSOCIATION:

The Prison Radio Association (PRA) is an award-winning education charity that aims to reduce reoffending using the power of radio. It has developed and runs National Prison Radio (NPR) – the world’s first national radio station for prisoners

The PRA also provides support, guidance and expertise to existing prison radio projects and advises prisons interested in setting up radio projects and radio training facilities.

NPR provides educational and resettlement programming exclusively to prisoners 24 hours a day, seven days a week. NPR supports prisoner rehabilitation and highlights the effects of crime and imprisonment on prisoners, families, the victims and society as a whole.

The PRA also runs PRA Productions, an audio production business. We produce documentaries for BBC Radio and content for partner organisations working in the criminal justice sphere and beyond. PRA Productions is growing rapidly, and this role will provide much-needed support to the Director of Development to deliver high-quality productions to our clients.

KEY AREAS OF RESPONSIBILITY:

- 1 To assist the Director of Development in developing costed creative briefs to pitch to clients and potential clients, including charities, statutory organisations, government departments, businesses and broadcasters.
- 2 To produce audio content to an extremely high technical and creative standard, following the creative brief as agreed between the Director of Development and the client, and in some cases to source and manage other producers in creating the content.
- 3 To effectively manage relationships between the PRA and clients, including ensuring the Director of Development is kept across all workstreams and communications.
- 4 To set budgets and to source and manage production resources in order to deliver productions on time and within those agreed budgets.
- 5 To be accountable for quality control for each project, and to identify and implement continuous improvements to the production processes and methods.
- 6 To be responsible for communications activity around commercial projects.
- 7 To contribute to the evaluation of commercial projects and programming, on National Prison Radio and beyond.

PRINCIPAL DUTIES:

- To work closely with the Director of Development to understand the objectives and requirements of clients and potential clients, and to assist in the development of creative briefs which meet these objectives and requirements.
- Following commission, to manage all aspects of the relationships between the PRA and the client.
- To create budgets and production schedules for each production.
- To produce high-quality audio content on behalf of the PRA for clients as per the agreed creative brief, including: creative development; sourcing contributors and other production elements; recording contributions; conducting interviews; editing and sound mixing.

- To build up a flexible network of freelance radio producers.
- To assign work to and manage producers (staff and freelance); carefully briefing the producer on the job specifications and the client's requirements.
- To approve production treatments, recording locations, contributors.
- Where required, to arrange contracts and payment for contributors, presenters, freelance staff and other production resources.
- To arrange necessary permissions and risk assessments.
- To ensure the production runs to schedule, and to control and monitor production budgets.
- To deal with any problems or questions that may arise during the production process.
- To review the production brief and establish what it required for the production, including skills, time and resources.
- To ensure all productions follow health and safety rules, insurance terms, copyright laws.
- To monitor all productions for their entire duration; to monitor the quality of the production and its adherence to the agreed production brief.
- To work alongside PRA colleagues and to ensure staff are kept briefed on the progress of productions which may have an impact on their day-to-day work.
- To ensure all commercial campaigns are suitably evaluated throughout, including conducting evaluation interviews both inside and outside prisons, with a summary report provided to the client at the end of each campaign.
- To undertake other duties as reasonably requested.

PERSON SPECIFICATION:

Knowledge, essential skills and experience required:

- Demonstrable track record in radio or audio production management, with a minimum of five years' experience within a similar role.
- Experience of radio production and excellent radio or audio production skills, preferably with experience of speech feature-making for BBC or other similar radio network.
- A solid understanding of the wider media landscape and its rapidly-changing nature over time.
- Experience of building and maintaining positive relationships with clients and partner organisations.
- Excellent written and verbal communication skills, confident in representing the PRA to other parties.
- Commitment to the values of the Prison Radio Association, with a solid understanding of its role within the criminal justice sector and the wider VCSE landscape