

Video Production Manager Job Description

- Liaise with other production team members
- Ensure all necessary equipment is hired and arrives on time
- Make sure video meets quality standards
- Ensure that videos are delivered on time and within budget
- Liaise with clients and organize project schedules and deadlines
- Track and manage budgets for projects, ensuring that costs remain within set limits
- Generate media reports to keep management apprised of progress against deadlines and budgets
- Make suggestions for how to improve workflow or increase production values
- Manage the equipment list and budget – ordering and organizing equipment as required
- Determine project requirements by collaborating with clients.