



**Role:** Production Manager  
**Employment Type:** Full-time  
**Location:** London

### **About TLNT:**

TLNT is the ultimate co-creation platform, helping our partners to harness the power of creators in all corners of the world.

With over 1M creators, 2.5M social followers, 4M members and a client list including major brands, media owners and agencies, this is a truly unique opportunity to join a pioneering global company at an exciting scale-up stage.

Our Website: [www.tlnt.holdings](http://www.tlnt.holdings)

### **The Role:**

Reporting to, and working closely with, the Director of Production, the **Production Manager** will manage and oversee video pre-production, planning and on-site production activities for TLNT video product clients.

You will have a deep understanding of production and procedures in various media platforms, proficiency in computer applications, as well as communication skills with the ability to liaise with clients at a high level. You'll be creative, proactive, detail-oriented and have the ability to work independently, even under stressful environments and while meeting deadlines.

### **Responsibilities:**

- Work with the Director of Production, as well as Community Managers from Talenthouse and Zooppa, on day-to-day operations of UK projects and productions
- Deliver high quality productions on-time and within budget
- Anticipate and respond to needs and requests from clients
- Supervise additional staff during video production (internal and external)
- Ensure all projects are on schedule



- Oversee video collection to ensure all media is archived appropriately and can be readily obtained

### **We'd love to hear from you if you have...**

- Extensive experience in a video production environment
- Knowledge of shooting and editing videos
- Extensive knowledge of video production equipment
- Excellent organization, planning, and communication skills
- A collaborative mindset and ability to work with varying and changing needs
- The ability to work independently
- The ability to manage numerous projects simultaneously and meet deadlines
- Experience with live streaming (a plus!)

When necessary, the PM should have the ability and drive to work nights, weekends, and potentially holidays as required. The Director of Production is based in the US so some time zone management will be required.

### **Incentives:**

- Competitive salary
- Includes great benefits; allow for future participation in an employee share option scheme being established

### **Next Steps:**

- Submit your CV and cover letter to [careers@talenthouse.com](mailto:careers@talenthouse.com)

Please note that due to a high number of applications, if you do not hear back from us within two weeks your application has not been successful