



EUROPEAN UNION  
Investing in Your Future  
European Regional  
Development Fund 2007-13

## Job Description

### Production Manager (SLTV)

#### Introduction

Digital Media Exchange (DME) is a programme managed by a consortium of partners and part funded by the European Union through the Yorkshire and Humber ERDF Programme 2007-2013. DME is designed to promote jobs and enterprise by supporting digital media entrepreneurs to engage in cross-platform production for radio, television, web and mobile, building on existing infrastructure previously supported by ERDF and benefiting from investment in a new local television channel for Sheffield.

Sheffield Live – SLTV is the new local television channel for Sheffield co-located with Sheffield Live community radio and part of a new cross media platform for the local community.

The Production Manager will be responsible for production and specialist audio visual enterprise support delivered under Action 3 of the Digital Media Exchange (DME) project including induction, project and enterprise development, marketing and syndication support and coordination with the wider programme of business assistance available through the Digital Media Exchange.

The post-holder will report to the DME Action 3 Project Manager

#### Job Description

- To coordinate a programme of specialist production and audio visual enterprise support to users of the Sheffield Live digital media centre and the Digital Media Exchange.
- To manage the provision of production and technical support and services for start-up and emerging audio visual enterprises using the Digital Media Enterprise Centre.
- To assure the quality of SLTV delivery under the DME programme.
- To be responsible for internal evaluations, reports and monthly claims.
- To undertake such other tasks as may be reasonably required.

In carrying out these duties the post holder will be required to respect all internal policies and procedures of SLTV including on equal opportunities and health and safety.

**This post has been part funded by the European Regional Development Fund as part of Europe's support for the region's economic development through the 2007-2013 Yorkshire and Humber ERDF Programme.**

## **Person specification**

### **Production Manager (SLTV)**

#### **Essential requirements**

- Relevant qualifications or practical experience
- Knowledge and skills in audio-visual production
- Fluent in the use of non-linear editing tools
- Experience in camera work / video recording
- Excellent written and oral communication skills
- Experience of supporting other staff and volunteers
- Organisational and project management skills
- Able to work to deadlines in a dynamic environment
- Ability to work effectively with a diverse team of people
- Empathy with the ethos, aims and objectives of Sheffield Live

#### **Desirable requirements**

- News journalism skills, qualifications or experience
- Familiarity with and user of social media platforms
- Experience of training and/or mentoring
- Previous management level experience

## **Terms and conditions**

### **Production Manager (SLTV)**

#### **Salary**

Salary, according to experience, starting around £20,000 per annum.

#### **Pension**

Sheffield Local Television Ltd offers an employer's contribution of 6 per cent of gross salary offered via a Group Stakeholder Scheme for salaried staff.

#### **Location**

Sheffield Live, 15 Paternoster Row, Sheffield S1 2BX

#### **Holidays**

25 days annual leave plus bank holidays, pro rata to a 35 hour week.

#### **Hours**

35 hours per week. Flexible working required including some evening and weekends.

#### **Trade union**

The person appointed is encouraged to belong to an appropriate trade union.

#### **Duration and probationary period**

The post is subject to a probationary period of three months and annual or more frequent performance based review thereafter.

#### **Applications**

By submission of CV and a covering letter outlining relevant experience and motivation.

Applications should be sent to: [jobs@sheffieldlive.org](mailto:jobs@sheffieldlive.org) including the job title as reference.

Deadline for applications: 31 October 2014

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