

JOB DESCRIPTION

Title: Studio & Production Manager

Reporting to: Head of Forster CREATIVE

Managing: Artworker and Production Assistant

Salary: £35-40k

Context

Forster is a specialist communications consultancy, focused on delivering positive social and environmental change. We combine the power of integrated communications with in-depth knowledge of social and environmental issues to help our clients improve public health, protect the environment and promote social equality. Founded in 1996, we are now a team of around 45 and operate from offices near Borough Market in Southwark.

Forster CREATIVE is a small, but growing, part of Forster. We develop relevant and influential communications that give a face and a voice to issues that drive positive social and environmental change. We are a tight team of eight, and are now looking for a strong Studio and Production Manager to keep us all on track.

Job Summary

A multi-skilled supervisory role focussed on the organisation, outputs and administration of Forster CREATIVE. Responsible for managing our team of in-house creatives and associates, the studio manager is accountable for meeting deadlines, trafficking work and upholding the high creative and quality standards expected. The Studio Manager will prioritise workloads; advance preparation of work and maintain the team's schedules; make sure the studio is well-organised and efficiently run; assign projects and help determine appropriate resources; evaluate, check, correct and approve all production materials; liaise with printers and suppliers to ensure we are getting the best prices; ensure quality control mechanisms are in place.

Key tasks:

- Effectively schedule individual projects and manage progress through the studio
- Provide fee and production budgets to the client servicing teams
- Ensure that all team time is allocated appropriately
- Assign projects to creative team members and ensure that appropriate freelance resource is available
- Evaluate and check all work leaving the studio, taking responsibility for the quality of final artwork outputs
- Oversee print and/or digital suppliers, making sure that quality control measures are in place and Forster CREATIVE receives the best service and prices from our suppliers
- Sign off all printers proofs
- Ensuring effective print-buying, production management and quality assurance mechanisms are in place
- Controlling production costs against budget; overseeing the administration of production, ensuring purchase orders are raised and quotes and schedules are kept up to date
- Ensuring that environmental considerations (print, paper, distribution methods, use of digital) are maximised through all design/publishing recommendations made to clients
- Developing strong professional relationships with external designers, editors, creatives, writers and other freelancers and agencies as required

Person specification

We reckon this is the toughest job in CREATIVE! The Studio Manager should inspire confidence, be a multi-tasker, effective problem-solver, team player with a 'can-do' attitude. There'll be heavy communication with creatives, client services/project management and suppliers, so you'll need to be flexible and able to manage stress, frequent pressure and face adversity in a positive, constructive manner, managing crazy deadlines without panicking. You must be committed to integrating new services, developing and adapting skills and processes to meet the challenges of new technology, and meeting the requirements of internal and external clients.

You'll need to have had at least 4 years' relevant experience and come with a real understanding of design, print and digital production and, ideally, editorial processes. You'll also need to have proven experience of resource and budget management and be an effective negotiator with an instinctive commercial savviness. With strong organisational competencies, you'll have a track record of establishing and using systems and processes that facilitate the creative process.

Technical skills

- Mac and MS Office (MS Word, Powerpoint, Excel) literate
- Excellent knowledge of Adobe CS3, particularly Indesign with knowledge of pre-flight processes
- Understanding of multi-media projects and related software
- Impeccable organisational and technical skills with sharp attention to detail, including proof reading where required
- Ability to evaluate, correct and approve work with regards to technical accuracy
- Print production experience
- Numerate and literate
- Knowledge of accounts functions

Interested? Then send a copy of your CV along with a covering note outlining why you think you'd fit the bill to: [**joanna@forster.co.uk**](mailto:joanna@forster.co.uk)

Forster, 49 Southwark Street, London SE1 1RU

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