



HEAD OF PRODUCTION JOB SPECIFICATION

Production
Oct 2021, Tommy

WE ARE TOMMY, ARE YOU?

Are you a creative-first, digitally-minded, inspirational doer who is passionate about delivering excellent digital and IRL production? Is your passion for new technology, great creative, and efficient process so powerful that it's infectious? Do you have hands-on experience in managing projects across AR, VR, webXR, websites, apps, experiential, film, social, content and games? Then you might be the Head of Production we are looking for.

This is a vital role that sits at the heart of the Tommy group and within our global production services offering, providing vital leadership, vision, and support for an exciting, ever-expanding agency. The new Head of Production will be responsible for leading the production management function across our regional offices from our head office in London.

You will lead the delivery for some of the most exciting clients in the industry: Netflix, TikTok, Adobe, William Grant & Sons, Amazon, and Tottenham Hotspur F.C., to name but a few. You will manage teams of producers and work closely with Client Services, Creative, Strategy, Design, Development, and the leadership team to ensure the excellence and efficiency of our output.

You are as much of a leader as you are a practitioner. You love building and guiding teams, fostering positive working environments, and nurturing the culture of the agency. You embrace emerging technologies and love the challenge of delivering work that breaks new ground. You know how to build multidisciplinary teams to deliver such work.

Ultimately, you will be driven by the idea of playing an instrumental role in shaping Tommy's output and ever-growing reputation.

You are accountable for driving excellent creative and high-quality production; team engagement; and commercial success.

RESPONSIBILITIES

Our new Head of Production will have many responsibilities, including shouldering the management and organisation to fulfill all the needs of the job role without getting

bogged down in daily tasks. The ability to delegate and direct in order to achieve will be key. Responsibilities for the HoP role will include, but are not limited to, the following.

- Oversee the Production department and function, with *overview* of the status of each project; implement and maintain communication and management systems that will ensure this occurs
- Work closely with the production team to track, reconcile, analyse and report on production budgets and utilisation performance on both individual projects and at a campaign or client level
- Ensure agency processes are in place to both monitor and drive effective utilisation of resources
- Implement new working practices to deliver production efficiencies that could lower cost of production across the agency
- Liaise with the CCO and CFO to create and manage the annual department budget
- Maintain the high production values of the agency, encouraging the team to reach these standards whilst devising the tools and approaches to support this achievement
- Be the point of escalation for production pods
- Collaborate closely with leaders and key counterparts in strategy, creative, design, development, finance, and other key business functions
- Source and build relationships with external partners and suppliers
- Recruit and mentor the production team
- Support the negotiation of key deals with those third parties, handling contracts and securing terms favourable to the agency
- Be the key regional and local point of contact for production counterparts in our LA and Singapore office
- Sign-off project budgets, schedules, cash-flow and production plans

QUALIFICATIONS AND EXPERIENCE

The successful candidate will score highly against the following list of qualifications and experiences.

- Accomplished HoP or Executive Producer ready for the next level-up
- Minimum 7 years experience in digital creative agency production
- Experience with creative teams; film and video production; AR; OOH; games; digital, experiential, and IRL production of all types
- Comfort and experience in developing talent and building, inspiring, and leading world-class teams
- Experience of leading change and introducing new ways of working

- Excellent communicator with the skills and experience to influence colleagues and peers
- Demonstrate in-depth understanding of wider commercial issues of an agency and how to support commer
- Highly organised, exceptional analytical skills, and attention to detail
- A black book of trusted and talented resources and partners
- Must be open to creating a diverse workforce and creating opportunities for diverse candidates
- Fanatic understanding of platforms like TikTok and Twitch

GET IN TOUCH

If you think you've got the skills, talent, and style to be our new Head of Production, get in touch with us at work@thisistommy.com. Send your CV and portfolio along with a cover letter email explaining why you are the best person for the job.

We're committed to furthering equality and diversity in the creative industry, so we'll be especially happy to see applications from underrepresented backgrounds.

Local applicants legally allowed to work in the UK and able to work in our London office only, please. If you're a recruiter, please don't call us. We'll call you.