

PRODUCTION MANAGER

Courier is looking for a savvy, smart and talented individual to join the team as a production manager. This role would suit an exceptionally organised person with proven experience in production management. You will be a terrific communicator and will know at all times the status of every single Courier project, at any given time. You will be the glue that holds the company together, a time management pro and you'll live for deadlines. Your meticulous attention to every detail and project will be essential to the day-to-day running of the company.

The successful candidate will be based in London.

What you'll do:

- Catch up with all the teams in the business regularly, understanding project schedules, client needs, and magazine and newspaper deadlines. The better you get to know everyone and everything, the easier it will be to effectively schedule work.
- Be required to keep schedules for all live projects in the company including and not limited to our bimonthly magazine, monthly newspapers across the globe, regular events, and book, film and audio projects.
- Be able to control and communicate the traffic schedule effectively and ensure that the right projects are prioritised at the right times. You'll know the status of every project happening in the business at any given time.
- Build super tight relationships with your colleagues – particularly within the editorial and art teams. They will come to rely on your organisational skills and strict adherence to deadlines.
- Assist with finding resources where required. You will bring in freelancers as and when needed in order to meet deadlines.
- Research and assist with the production of various projects including updating the flatplan for the magazine and newspapers and looking into paper stocks for special print projects.
- Maintain budgets where needed for specific projects.

What you'll bring:

- You'll be super organised, process-driven and all over details. You'll become the person within the company who will have the greatest overview and understanding of all projects running at any given time.
- Have experience in a traffic or creative services position or a production role in a print media company.
- Flexible, pragmatic and enormously helpful.
- Have an understanding of print production including flatplans, paper stocks, printing and magazine sections, as well as a willingness to work across a variety of mediums, ranging from physical to digital.
- Have experience across production, from scoping to execution; keeping teams on track, on time, on brief and in budget.
- An excellent communicator and collaborator. You are extremely patient but also know when you need to assert authority to ensure people meet deadlines.
- A positive and proactive problem-solver, you provide solutions and welcome new challenges.
- Culturally astute and aware of the industry around them.
- Enthusiastic and have a proactive approach to personal development & a strong ambition to learn new skills.
- Have experience with the Adobe Creative Suite and various project management or production management tools.
- Have experience with printers and press-passing.

To apply:

Send your CV along with a letter explaining why you're the right person for the role – and any other materials you think support your case – to jobs@couriermedia.co. Please include the words '**Production Manager**' in the subject line.

About Courier:

Courier is the defining media brand for a new generation who want to live and work on their own terms. We've been telling insightful and inspiring stories of modern business through print, podcasts, events and more since launching in 2013. London-based but with an international perspective, our mission is to help you: WORK BETTER, LIVE SMARTER, BE HAPPIER.