

# Production Manager – Educational Video Content

Location: Northern Ireland (Hybrid – Remote & Belfast Office)

Salary Range: From £40,000 depending on experience

Apply: By email to [nijobs@makematic.com](mailto:nijobs@makematic.com)

Makematic is seeking an experienced and highly organised **Production Manager** to oversee the planning and delivery of educational video projects—both live-action and animated. Reporting directly to the VP of Operations, you will work closely with producers, creative leads, and external suppliers to ensure projects are completed on time, within budget, and to a high editorial and production standard.

This is a **hybrid role**, requiring the ability to work remotely and from our **Belfast office**. This is intended to be a permanent staff position.

## Key Responsibilities

- Develop comprehensive production plans and detailed schedules for assigned projects.
- Manage day-to-day multimedia projects from pre-production to delivery.
- Assist in budget preparation, financial tracking, and reconciliation for each production.
- Ensure that milestones, editorial standards, and budgetary goals are consistently met.
- Maintain clear and up-to-date documentation, production workflows, and project templates to ensure consistency across projects.
- Prepare and implement production schedules, risk assessments, and resource management strategies.
- Keep production trackers, delivery calendars, and budgets up to date and aligned to project timelines.
- Support creative producers by reporting key project statuses and helping resolve workflow bottlenecks.
- Help manage daily team workload, track billable hours for freelancers, and align resource usage with project scope and budget.
- Hire freelance staff and contractors, negotiate rates, and oversee onboarding.
- Organise shoot logistics, including locations, permits, crew hiring, transport, and equipment booking.
- Prepare call sheets, risk assessments, and coordinate international travel logistics.
- Coordinate studio recording schedules, and work with suppliers to secure facilities and technical resources.

- Uphold best practices in health and safety, safeguarding, and equality, diversity, and inclusion (EDI).

### **Essential Skills & Experience**

- Minimum of **4 years' experience** in production coordination/management within the media industry, with a proven ability to deliver complex projects on time and on budget.
- Strong understanding of **video production and post-production pipelines**.
- Experience managing several concurrent projects.
- Advanced spreadsheet skills.
- Strong understanding of **Google Suite and Google Drive**.
- Knowledge of video equipment sufficient to hire location crews/gear.
- Good **Health & Safety knowledge** specific to on-location productions.
- Strong interpersonal and communication skills, with the ability to manage stakeholder expectations and foster effective cross-functional collaboration.
- Proactive, self-starting, and comfortable in a **fast-paced, deadline-driven** environment.
- Able to remain composed and solutions-oriented under pressure.

### **Desirable Skills & Experience**

- Experience working on **international productions** across **multiple time zones**.
- Knowledge of **Frame.io**, and project management tools (**e.g. Asana, Streamtime**)

### **About Makematic**

Makematic is a venture-backed educational content studio with headquarters in Belfast. Each year our experienced team of educators and media professionals develop hundreds of short form education videos which reach millions of learners every year. Our customers include Adobe, Crayola, Smithsonian, Getty and dozens of the world's most exciting museums and historical foundations.