

Job Title: Head of Film & Video
Department: Film & Video
Based: Hartlebury, West Midlands
Reporting to: Director of Communications

REMUNERATION

Agreed as per contract of employment.

Bonus & pension contribution scheme as outlined in your contract of employment.

PURPOSE

To manage and develop film & video within DRPG as an integral part of our wider strategic & creative comms offering, lead and inspire a team of filmmakers, and ensure all projects are executed to our clients' highest level of satisfaction, on time and on budget.

PRINCIPLE DUTIES

- To lead, manage and build the team and its members' skills sets to further the Filmmakers claim and ensure individuals get more opportunity and responsibility for the projects they work on
- To provide vision and guidance to the team, especially new and younger members as to the future direction of the offering
- To lead, motivate, support and direct other, less experienced team members
- To work closely with other Heads of DRPG teams to break down silos, ensure seamless collaboration
- To drive the creative process within Film & Video
- To oversee projects as Team Head and work with the Producers and the projects' stakeholders, internally within DRPG and externally at the clients' end
- To ensure a continuously and consistently high level of service to all clients and on all projects
- To oversee the effective management of production budgets and the delivery of projects within the stipulated deadline and cost
- To attend client meetings and briefings as the main face of Video & Motion
- To facilitate inclusive brainstorming following client meetings / briefings and following that, help coordinate the pitch and/or proposal process
- To keep up to date with new technical and creative developments in the corporate film production sector and communicate these consistently and succinctly to the Board, GST, KAMs and Creative and suggest action
- To represent DRPG's successful film offering within the industry and present it as an inspirational proposition for potential new talent
- To join the Senior Leadership team on behalf of Film & Video

This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.

EXPERIENCE

- A minimum of 10 years' experience in (corporate) film production, ideally in varying roles
- Full understanding of DRPG, its service proposition, its USPs and standing in the industry and its vision
- A high level of experience working with a variety of film projects (incl. for events & comms campaigns)
- Extensive experience of working with a variety of corporate organisations
- Full understanding of the film production processes and required skills sets

SKILLS

- Extensive experience in leading teams and performance management
- Ability to coach and mentor a range of experience levels within a team
- Ability to be able to see the bigger picture behind a client's brief, understand and interpret the requirements instantly and advise on the most suitable solution (which may not be film)
- Ability to manage client expectations whilst always ensuring the team delivers against DRPG's promise
- Strong visualising skills and a good eye for detail
- Good level of business acumen / commerciality
- Be able to work under pressure and meet deadlines
- Be able to communicate effectively both verbally and in writing across DRPG and with clients

CHARACTERISTICS

- Imaginative aptitude and "vision" for bringing ideas to life through video / film
- A true love and understanding of the power of 'film'
- Organised and focused
- Quick to understand a brief and what it needs to achieve
- Solutions driven
- Conciliatory and collaborative approach in working with colleagues across the group
- Focused on consistently providing high service levels
- Ability to adapt to change and facilitate this across the film & video team and offering
- Understanding the value of time
- Must be committed to making 'anything possible' with a 'can do' attitude

OTHER REQUIREMENTS

- Able to travel throughout the UK and overseas

- Punctual and willing to work outside normal office hours when required
- Driving licence

DATA SECURITY

At all times you must work within the guidelines set out in the **DRPG** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

FURTHER NOTES

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

***DRPG** is an equal opportunities employer.*