



JOB PROFILE

Position Title:	Production Executive
Department / Unit:	Content & Operations
Reporting Line:	Head of Production

Position summary: Reporting to the Head of Production and working closely with the broader Content & Operations Department, the Production Executive is responsible for assessing budgets attached to production investment funding applications across all platforms, and monitoring and tracking Screen Australia's financial investment in approved projects to ensure delivery in line with contractual agreements and best industry practice. This role liaises with external production stakeholders and works collaboratively with internal Investment Managers in the Narrative Content, Documentary, Games and First Nations Units as well as the Heads of departments and the Director of Narrative Content.

Core Accountabilities

Key responsibilities of the position will include:

- Undertake budget assessment as part of the investment assessment process across all platforms inclusive of Direct-to-Audience, Television and Feature Film and inclusive of Narrative Content, Documentary, Games and First Nations live action and animation, in conjunction with the Heads of departments, Production Executive, Investment Managers identifying any potential risk, risk management strategies and contributing to assessment papers and recommendations.
- Monitor, track and report on funded projects, in conjunction with department colleagues and other internal departments, in addition to liaising with external stakeholders throughout the production and delivery phases to ensure timely and accurate financial and production reporting.
- Provide production data and advice on the financial and geographic status of individual and aggregated production information to relevant internal departments, in conjunction with the relevant Investment Manager and Marketplace.
- Review financial reports throughout the production process including project delivery, audits and final cost reports and approval of such in conjunction with Investment Managers.
- Manage administrative and reporting duties related to production inclusive of maintaining Screen Australia production slate spreadsheet, and ensuring accurate records of

production progress is maintained and communicated and held in an accessible system for access at all times.

- Keep up to date records of active productions on production, post-production and delivery schedules and ensuring records are kept in CM and updated in SmartyGrants or other internal record-keeping systems as required.
- Keep abreast of developments and issues specific to the sector, and maintain an up-to-date overview of domestic and international production methodologies and trends, software and technologies.
- Contributing to the promotion of Gender Equity and Diversity and Inclusion in the Screen Sector.
- Maintain all external production documents and templates provided by Screen Australia for external stakeholders and take a key role in liaison with sector and other government agencies in the effective utilisation of these documents.
- Other duties as required.

Selection Criteria

Qualifications and Experience

- A demonstrable strong track record in a related role in direct-to-audience/online, film and television that demonstrates financial expertise with production budgets, finance plans, cost reports, e.g., as a production accountant, production executive, line producer with a minimum experience of five (5) years industry practice.
- Proven ability to methodically and analytically assess production budgets, financial data and other financial matters related to production.
- Demonstrated experience in project assessment, managing multiple projects simultaneously and delivering to agreed timelines.
- Experience in roles requiring high levels of attention to detail, management of own administrative tasks and maintenance of information through databases and spreadsheets.
- Well-developed written and oral communication skills, combined with exceptional interpersonal skills that demonstrate the ability to represent Screen Australia to industry with diplomacy, sensitivity, confidentiality and tact as required.
- Proven ability to actively contribute to, and participate in maintaining a positive, collaborative team environment and workplace.

Behaviours

- Open communicator, shares thoughts and opinions with others
- Driven to achieve results
- Focused on the achievement of team goals
- Establishes and maintains effective relationships with internal and external customers, and gains their trust and respect
- Creative approach to problems and can 'think outside the square'
- Seeks feedback, takes it on board and modifies approach
- Continually seeks to improve self and Screen Australia
- Works collaboratively across the agency to achieve common goals