



## **Production Manager**

**Reports to:** Director of Methodology

**Location:** Remote, US Work Authorization Required

**Status:** Full-Time

**Salary:** \$65-\$70K Annual

**Travel:** Approximately 10% International Travel Required

### **About PCI Media**

A NY-based nonprofit, PCI Media empowers global change through storytelling and community. We value the right of every person to live a self-determined life on a healthy planet.

Working with communities we produce creative media and communications to create a healthier, more sustainable, and just world. Grounded in the principles of Social and Behavior Change Communication (SBCC), our work promotes “love, not loss,” focusing on the power of aspirational narrative for positive change. With our partners around the world, we’ve produced more than 150 story-based communications and media, reaching more than 2 billion people in over 70 countries. For more information visit [www.pcimedia.org](http://www.pcimedia.org).

### **About the Position**

The Production Manager is a highly organized and strategic problem solver, with an enthusiasm for owning and driving numerous projects simultaneously. An excellent listener and communicator, able to identify and distill what is important to produce content that creates positive social change. The Production Manager reports to the Director of Methodology and works closely with the Creative Director and Operations Manager. The Production Manager will be responsible for ensuring the successful completion of high-quality, on-time, and on-budget productions that are the center of our behavior change initiatives. They have the ability to navigate diverse cultures, experience working with international partners, and are excited to work in a growing nonprofit.

We’re a remote team working on programs around the globe in multiple time zones. The team connects daily using Microsoft Office 365 and other platforms. Candidates for this position can be based anywhere within the United States, with consideration of the organization's East Coast working hours.

### **Primary Responsibilities:**

- Manage all stages of production and sees media projects through from pre-production to post-production
- Create and maintain production schedules, and ensure timely delivery and accurate reporting of status, progress, problems or issues impacting production, and other project details as required
- Develop the scope of work and negotiate contracts with and manage outputs from all production vendors
- Coordinate content review internally and ensure that feedback is incorporated accurately
- Ensure that all quality and brand standards and specifications are met in collaboration with the Creative Director
- Ensure that all compliance specifications are met
- Establish policies, procedures and workflows for design and development that enable the creation of high-quality outputs, while meeting all deadlines and design specifications
- Archive all assets after productions are completed

## **Qualifications**

- Proficiency in Microsoft Office 365 or similar environments
- Demonstrated experience creating multimedia in a variety of formats (e.g., radio, video, social media, etc.) and fluency with industry-standard software and design languages: Adobe Creative Suite, Articulate 360, is required
- Ability to operate video equipment, produce, and edit professional quality video, as well as oversee and supervise video vendors
- Experience within a nonprofit/impact media environment preferred
- Experience providing technology support and/or training preferred
- Advanced critical thinking, analysis, and synthesis skills required
- Must be able to manage multiple projects at different stages, while meeting deadlines and quality standards
- Precise, thorough, and detail-oriented
- A minimum of 3 years (5 or more years strongly preferred) of media production, digital content development, or related experience
- A bachelor's degree in a related field of expertise
- Fluency in Spanish is highly desired

## **Benefits**

Comprehensive benefits package includes competitive compensation, healthcare coverage (medical, dental, vision, life and disability), generous paid time off, retirement plan, and more!

## **How to Apply**

Applications are reviewed on a rolling basis. E-mail [jobs@pcimedia.org](mailto:jobs@pcimedia.org) with your resume, work samples or a portfolio, and a desired start date. The subject line of the e-mail should be "Production Manager, Your Name."