

**DANIEL
POPPER**



Production Manager

Role Description

Daniel Popper studios is seeking a full-time production manager located in Cape Town, with flexibility for some remote work. As a Studio Production Manager, you will be responsible for overseeing the planning, coordination, and execution of the studios varied artistic projects. Your daily tasks will include managing production schedules, budgets, and resources, coordinating with internal teams and external vendors, handling logistics, international freight and shipping and booking of flights and accomodation, ensuring quality control, and maintaining effective communication throughout the production process.

Qualifications

- Prior experience in production management or a related role.
- Strong organisational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to multitask and work under pressure.
- Knowledge of production software. Asana, G-suites, toggle, adobe suites.
- Ability to work globally across multiple time zones.
- Attention to detail and problem-solving abilities.
- Flexibility and adaptability to changing priorities
- Ability to work both independently and collaboratively
- Bachelor's degree in a relevant field or equivalent experience.
- Budgeting and forecasting.
- Ability to comprehend and review legal documents.
- Strong research abilities and Internet savvy.

Salary TBD depending on skill level