

Job Title:	Line Producer (LumoTV Commissioning Team)
Contract:	Permenant 2x Part-time roles – Open to negotiation re: number of days per week.
Location:	Flexible (remote working combined with our office in Old Street, London)
Salary:	According to skills and experience
Reporting to:	Head of Production

About LumoTV

LumoTV, formerly the British Sign Language Broadcasting Trust, commissions television programmes of all genres that highlight the deaf and sign language communities. Established in 2008 to offer commercial broadcasters an alternative way to provide sign language output, we're proud to be the only sign language-based commissioning body in the world.

A charity funded by the majority of the UK's commercial broadcasters, with big ambitions for growth. We love nothing more than seeing creativity shining through and giving our viewers ground-breaking content to watch.

Role Description

The Line Producers are senior project management roles within the LumoTV Commissioning Team. Working alongside the Commissioners they have oversight of multiple productions simultaneously, to bring to life LumoTV's vision & values; commissioning content that is bold, fresh, and innovative with deaf and/or sign language communities at the centre.

We are looking for someone who has wide ranging production management experience in both unscripted and scripted, with the confidence to step into a more senior role overseeing multiple productions.

The Line Producers report to the Head of Production and work closely with the Commisioners and Production Executive.

Role Responsibilities

- A key role in commissioning and content planning, working with the Chief Executive, Head of Production and the Commisioners.
- Alongside the Commisioner/s, leading the commissions from LumoTV's side, maintaining oversight across budget, schedule and legal elements, from development, commission and through to delivery:

- Alongside the Commissioner/s, this role is the key contact with the production companies, on allocated projects.
- To review and feedback on production companies' budgets and schedules to ensure they are realistic and achievable within LumoTV's tariff and delivery requirements. Negotiating with the production companies at development and commissioning stages.
- To draft and issue the contracts, working with the Business Affairs Executive (BAE) and any external legal/compliance advisors
- To work closely with the Commissioner/s to ensure that the production company:
 - completes the programme specification form, as agreed (which is signed off by the Commissioner/s)
 - addresses editorial compliance issues during the project
 - delivers the programme as contracted
- To review and feedback on monthly cost reports and final cost monitor, in Excel.
- To review and feedback on programmes during post production and work closely with the BAE, compliance lawyer/s and broadcasters to ensure the programmes are considered Ofcom compliant for broadcast
- To manage the relationship with production companies at a senior level with diplomacy and resilience
- To work with production companies to ensure that contributors and third-party content is compliant and that all LumoTV's required rights and permissions are agreed
- To liaise with Communications and Distribution colleagues as required
- Any other duties within the broad scope of the role as may be reasonably required.

Employees are also required to comply with all LumoTV's policies and relevant legislation.

Person Specification

Essential

5-10 years' experience as a Line Producer/ Senior Production Manager/ Production Manager or similar roles in broadcast television, across different genres, production companies and commissioners, from commission to delivery:

- Recent experience of a wide range of different television financial, legal and compliance issues
- Up-to-date knowledge of TV-industry standard practices and wide contacts
- Wide experience of different approaches to budgeting and scheduling
- Advanced Excel skills; particularly in relation to budgets & schedules.
- A solid understanding of the post production process.

- Experience of managing complex relationships with tolerance, resilience and diplomacy
- Wide experience of handling complex issues in relation to dealing with broadcasters and producers, particularly with regards to compliance and yet knowing when to refer matters upwards
- Highly developed communication and collaborative skills, readily adaptable to different situations and personalities, internally and externally
- Ability to undertake an effective overview, while at the same time paying attention to necessary detail
- Ability to write correct and clear English and proficiency in Microsoft Office (Word, Excel, Powerpoint)
- Comfortable using different cloud-based filing/database and email systems
- An interest in LumoTV content, and if not a BSL user, a willingness to learn conversational BSL

Desirable:

- Have an interest in deaf culture and language

This is a description of the job as it is presently constituted. It is the practice of LumoTV to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

All qualified applicants will receive fair consideration for employment without regard to race, religion or belief, gender, gender reassignment or expression, sexual orientation, marriage and civil partnership, national origin, pregnancy and maternity, genetics, disability, age or veteran status.