

Job title	Line Producer		
Job family	Production Management	Band	D

Job purpose

The Line Producer works closely with Editorial teams to provide excellence in development, planning, budgeting and scheduling work for the department across a range of Serials and Series productions.

Key responsibilities and accountabilities

- Draft, negotiate and manage overall production plans/schedules and operational logistics, identifying effective use of staff and resources and advising on alternative approaches, facilities and suppliers as appropriate within budgetary constraints.
- Identify cost savings through sharing facilities/production bases/resources on two or more returning series which would deliver value for money.
- Ensure successful delivery of programmes to budget and schedule without sacrificing creative integrity through effective planning, monitoring and control of the production.
- Ensure the production team understands and carries out responsibilities for ensuring all programmes meet copyright, legal, commercial rights, metadata management and delivery requirements, etc.
- Encourage longer term planning including setting strategic direction and change support.
- Identify location requirements for the production, offering realistic options for consideration at the early planning stage and visiting locations as required to assess suitability. This would include regional and overseas locations.
- Delegate the responsibilities for sourcing, planning, scheduling and managing locations and filming to direct reports as required.
- Demonstrate a deep understanding of the editorial ambitions of the programme, offering cost effective solutions for creative aspirations. Take a lead in balancing creative aspirations with financial and resource constraints.
- Understand rights obligations and the implications for individual productions and, working within budgetary limits, liaise with service departments to issue contracts.
- Take a lead in monitoring and reviewing safety arrangements throughout production.
- Build, lead, motivate and inspire a team of production management staff and all other direct reports, setting objectives that support the strategic aims for the Production.
- Contribute to the production review process, examining effectiveness of schedules and negotiated deals, ensuring learning from past/current productions is applied successfully in future.
- Aiming for best practice, take a lead in recommending, adopting and promoting more effective production techniques and innovative ways of working.
- Keep abreast of industry wide developments and new technology and to share knowledge and experience with production colleagues.

Knowledge, skills, training and experience

Essential

- Current knowledge of the BBC and the wider industry.
- Has thorough knowledge of the production process, including studio/location, live/pre-recorded processes, craft roles and facility/technical requirements.
- Has sound knowledge of internal and external resource and facilities markets and market costs and has sufficient knowledge to assess capability of contractors/suppliers to meet BBC requirements before contracting takes place.
- Understands implication of editorial decisions on rights obligations and works successfully with production team to ensure that all rights obligations are properly fulfilled or that editorial content is changed as appropriate.
- Has thorough knowledge and experience of co-production agreements and foreign filming experience.
- Able to manage interpersonal relationships effectively and work within a diverse team.
- Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of contacts.
- Record of being organised and reactive in fast paced environments.
- Demonstrates strong organisational and planning skills and manages conflicting demands to meet deadlines.
- Able to interpret an editorial brief, explain commissioning requirements and recommend ideas for maximising the value from productions.
- Proactively acquires knowledge and takes the lead in new production developments and new ways of workings.
- Strong negotiating skills, able to influence, manage and negotiate deals and contracts in line with BBC policies and guidelines. Thorough knowledge of the market for various types of supplier and resources. Demonstrates team leadership skills, able to lead, develop and motivate teams across a range of output.
- Experience of drawing on a range of strategies and styles to persuade others to reach agreement, resolution or behaviour change.
- Demonstrable business and finance skills, able to create, forecast and manage significant production resource and budgets.

Desirable

- Recognised formal health & safety training (including Risk Assessment).

Job impact

Decision making

- Reports to the Production Executive (or equivalent) deputising as required and with other Producers taking managerial responsibility for the Production in their absence. The post-holder has freedom to act within broad guidelines and operates on their own initiative, seeking guidance only when necessary.
- The post holder needs to be able to work strategically, using decision-making skills, advocating different ways of thinking, and developing and guiding new ways of working. They are expected to demonstrate leadership for production colleagues.

Scope

- Line Producers focus on providing specialist planning advice on complex series and serial productions which could involve foreign filming and complex set builds, and can require multiple comparison budgets.

- They may be working on more than one production at any one time in development and will play a key role in planning for the department.
- The Line Producer will be required to follow projects from development into production and to take the lead for driving forward any strategies on new ways of working including changes arising from new technology, and where appropriate development of multiplatform content and media asset management.
- They are expected to maintain a wide range of internal and external contacts from across the BBC and suppliers.
- Typical external relationships will be with resource providers, contributors, artists and their agents, freelancers and public officials (e.g. local authorities).

Other information	
For Reward team use only	
Job Code	
Definition:	Content

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.