

Role Description – Production Manager

Department	Marketing and Communications
Location	Motorsport UK, Bicester Motion
Hours of Work	Full time, Core hours Monday to Friday 9AM-5:30PM
Manager	Director of Marketing and Communications

The Team

The Marketing and Communications department is focused on achieving a wholesale shift in the way Motorsport UK reaches out, connects with and engages the motorsport community and wider public, and ensuring the effective communication of key messaging to achieve our vision in support of the overall strategic priorities: to clearly articulate our purpose and values and create greater understanding across existing and new audiences; enhance and extend the Motorsport UK marketing and communications platform; and increase Motorsport UK's direct membership and fan base.

The Purpose

Working in partnership with the Marketing and Communications department, the Production Manager traffic manages the department's workflow and ensures it is resourced in an accurate and timely manner, matching skills and availability to ensure the department remit and the needs of the internal customer groups within the wider organisation are met within agreed deadlines.

WHAT YOU WILL BE DOING IN YOUR ROLE

- Works in close contact with the Marketing and Communications team at all levels and is the main contact point for internal clients from other departments
- Receives new briefs from clients, and ensures the correct contact is informed, based on the team structure and brief triage process
- Pulls and circulates the weekly traffic report
- Correctly identify/assign appropriate team member(s) per brief
- Responsible for allocating and monitoring on-site resource between departments
- Manages the budget associated with key project areas
- Ownership of skill-set matrix for members of staff on-site
- Maintain network of external expert partners and support staff
- Identify and resolve any potential resource conflicts
- Successfully manages client expectations on the delivery of design and artwork jobs, always upholding the provision of excellent customer service
- Understand the importance of a brand and working within brand guidelines

WHAT SKILLS WILL HELP YOU BE SUCCESSFUL

- Excellent organisational and communication skills, including attention to detail
- Appreciation for and experience of Marketing and Communications environments
- Ability to multitask effectively and deal with constant requests and changes

- Good project management skills
- Understanding of agency-type processes
- Good negotiation and problem-solving skills
- Experience dealing directly with internal clients
- Encourages others and demonstrates good coordination skills in cross-discipline, multi-level team
- Challenges convention by exploring alternatives
- Experience working in fast paced accounts
- A good understanding of graphic design requirements

TERMS AND CONDITIONS

Weekday hours at Motorsport UK Headquarters will be Monday to Friday between 9.00 am and 5.30pm and our typically 37.5 hour a week.

Motorsport UK is an equal opportunities organisation. Our mission is to celebrate and enable participation in motorsport in a safe, fair, fun, inclusive and progressive environment. As an organisation we are committed to fostering a workplace where everyone can perform at their best whatever their background. We therefore encourage applications across all ethnicities, religions, age groups, sexual orientations and gender identities.