

Please circulate:

## **Bridge + Tunnel Technical & Office Manager Job description**

Job Title: **Technical & Office Manager** (3 days per week)  
Salary: £16-18K (pro-rata) depending on experience  
Reporting to: Creative Director  
Location: South Shields

Bridge + Tunnel Productions is seeking an enthusiastic and versatile **Technical & Office Manager** to liaise with the production team to deliver a slate of productions and core organisational tasks. The ideal person will be a strong problem-solver, inventive, creative, extremely well-organised, professional and committed to making socially relevant programmes and motion pictures. We are looking for exceptional candidates only. For more information about us and what we do: [www.bridgeandtunnelproductions.com](http://www.bridgeandtunnelproductions.com)

### **Key accountabilities / Deliverables**

#### Organisational

Coordinating day to day operations of the office  
Assisting with office admin tasks including: invoices, filing, supplies ordering, suppliers sourcing, communications, petty cash, inventory & booking systems  
Managing (establishing and maintaining) databases of key information  
Liaising with stakeholders, clients & funders, partners on projects as and when needed  
Working through project tasks effectively with the Team to assist in the delivery of core projects

#### Production

Assisting on a range of productions: including a range of tasks which may be varied by their nature (production, office work, etc)

#### Editing & Post-production

Assisting with the preparations for editing of productions  
Editing promotional films, short films & sequences as and when needed  
Teaching/mentoring project members and clients with use of the edit systems (and other computer systems) as needed  
Assisting with the completion and duplication of projects for distribution  
To manage the archiving and cataloguing of all productions produced in-house

#### New Media Management

Ability to assist with web-site updating and development. Experience of Flash, N-Vu, Word Press or other web-design package desired or willingness to learn.  
Good design sensibility.

#### Technical Equipment Management

Assisting with the maintenance and management of equipment resources in the office  
Managing update and replacement needs for equipment (including hard and software)

#### Distribution

To manage a programme of distribution for information, projects and films for festivals, distributors, & broadcasters

#### Other

Creative input to projects as and when needed.  
To manage and oversee Work Experience Staff as and when requested promoting the reputation and work of the organisation  
Health & safety at work

What we are looking for:

#### Work competencies/skills

Interest in, and experience of, working with diverse communities in digital media-based arts practice  
Excellent organisational and prioritisation skills  
Good written, oral communication and presentation skills  
Timekeeping, team work and leadership skills  
Negotiation and self-motivational skills

Ability to meet deadlines under pressure  
Problem-solving, flexibility, tact and diplomacy

Qualifications

Qualification in a humanities subject at degree or post-degree level  
Some prior work experience needed preferably in the media sector

Special requirements

Able and prepared to work outside normal office hours Knowledge of French would be a distinct advantage

How to apply: Please email resume/CV and cover letter detailing your experience and interest in the position to [news@bridgeandtunnelproductions.com](mailto:news@bridgeandtunnelproductions.com) , or send to:

Bridge + Tunnel Productions  
82 Westoe Road  
South Shields NE33 4NA  
Applications must be received by: August 23rd (interviews end of August)

*Bridge + Tunnel Productions is an Equal Opportunities employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.*