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# Example of Production Executive Job Description

Our growing company is looking to fill the role of production executive. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for production executive

* Undertaking User Acceptance Testing of new developments
* Negotiating and drafting co-production agreements with Canadian and international partners
* Negotiating and drafting production service agreements with Canadian and international producers
* Drafting director, writer, creator, and other talent agreements for our shows either in production or development, and working closely with their agents to expedite the business affairs process
* Business partnering our production and development teams and assisting on all issues that have a business affairs component
* Responsible for programmes to establish and maintain documentation standards of existing products and services, developing programmes to focus employees on documentation improvement
* Work with assigned PMs on health and safety (including overseeing risk assessments) insurance, both standard production insurance and bespoke cover where required
* Work with the HoP and Business Affairs on contract negotiations with talent and third party suppliers, including but not limited to significant production deals
* You are in charge of production and material planning based on Sales Plan and required Production
* You are responsible for achieving targeted production

## Qualifications for production executive

* 3-5 Years as an executive assistant supporting a Director of Production or Line Producer
* Must have at least 3 years of experience working with physical productions on set or production office
* Familiarity with television series and film budgeting & scheduling process and software
* Messenger, Fedex, mailing and helping delivery materials internally
* Ability to maintain confidentiality regarding sensitive issues, documents and information
* Develop a deep understanding of various prime services businesses and their business/system flows