Downloaded from <https://www.velvetjobs.com/job-descriptions/production-operations>

# Example of Production Operations Job Description

Our company is looking for a production operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for production operations

* Excellent organizational skills, time management skills, and attention to detail is a must
* Manage series digital needs from all departments including facilitating budgeting process with production companies
* Manage final delivery of all show materials
* Assist finance in setting series funding schedules
* Review shows and advise on Oxygen standards & practices seeking unique contextual advertising opportunities
* Image manipulation (resolution, masking, burn-ins, slates)
* Build trusting relationships with clients and AV stakeholders to facilitate innovative approaches to solving problems that generate workable solutions for the business
* Forecast upcoming work schedule and manage 3rd party contract coverage
* Manage AV event planning and deliver solutions that meet the requirements of the business including follow-up communications
* Collaborate with on-site AV support technicians to assure all equipment is working, supported and the technology is in place to achieve positive outcomes for the business

## Qualifications for production operations

* Exhibits professionalism with associates at all levels and external contacts
* Ability to quickly analyze and problem solve to complete a dispute investigation with an accurate resolution
* BPM Certified or in process of obtaining certification
* Min years of experience - 10+ years experience in scripted series production, as a Production Accountant or Production Manager/Supervisor on scripted series, or as a Production Finance Executive or Estimator at a Studio or Production Company
* 3+ years experience in technical roles, with at least 1 year of production support experience
* Increase the scalability and stability of Apache