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

# Example of Video Production Manager Job Description

Our company is growing rapidly and is hiring for a video production manager. 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 video production manager

* Responsible for managing expenses and turning in appropriate reports and receipts in a timely manner
* Manage production scheduling, staffing
* Manage daily setup, labor and event timeline sheets accurately
* Lead weekly staff meetings and communicate/delegate specifics to teams
* Create and maintain task assignments for the team and anticipate potential staffing changes
* Oversee and support all staff on both live and archive teams
* Manage coordinator(s)
* Executes logistics for entire video experience and post production
* Manages quality control of post-production content and deliverables via OVP, digital, social, linear and syndication partners
* Tracks and manages all post related costs, keeping team apprised of status

## Qualifications for video production manager

* Exceptional communication, time management, project management and organizational skills a must
* Ability to work extensive hours covering games and events at the Nassau Coliseum during nights, weekends, and holidays as required
* 5-7 years experience in video production/editing – either at an agency or video production company preferred
* Must have "on-set" experience supervising and directing a video shoot on behalf of clients and stakeholders
* 5+ years as a production manager or higher
* Field production, logistics and clearances