

THE : FUTURE : LABORATORY JOB DESCRIPTION

Job Title:

Production planner (maternity cover)

Department:

Foresight

Reporting structure:

Role reports to: Head of foresight

Team members: Foresight editor, foresight writers, creative researchers, art director, creative, designer, creative art worker, senior sub-editor, senior events manager, senior strategic foresight writer, strategic foresight writer, strategic researcher

Summary of company:

The Future Laboratory is a strategic foresight consultancy. Since 2001, we have prepared clients for the future by giving them the confidence to take the decisions today that will create transformative growth tomorrow. We have grown into an organisation with international reach, headquartered in Spitalfields, London. The Future Laboratory has foresight at the heart of everything we do. As an organisation we are inspiring, knowledgeable, forthright, charismatic and independent. We believe what we deliver is unique and game-changing, and we are committed to being ethical, diverse, responsible and socially minded.

Roles and responsibilities:

- : Establish oversight of all editorial team calendars and match demand to capacity using your understanding of each team member's experience, skills and specialisms
- : Collaborate with individual project managers to enable suitable resourcing of the foresight team
- : Manage workflows between 3 areas of the Foresight team – editorial, production & creative
- : Handle resourcing through the Paprika & Float systems
- : Manage the foresight team budget alongside the Head of Foresight
- : Manage incoming project workload from sales, non-editorial departments and senior management
- : Efficiently manage the entire workflow of the editorial division (approximately 12 cross-disciplinary team members)
- : Liaise with project leads/managers within the business to agree production scoping, budgets and schedules for all external and internal projects, and ad hoc editorial requests, and manage all team work accordingly
- : Ensure all internal processes are adhered to, enabling the editorial function to operate effectively and to relevant business priorities
- : Manage people resources to meet project requirements, calling on freelancers as necessary to meet requirements and deadlines

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- : Ensure jobs are delivered on time, to budget and to brief, managing expectations accordingly with regular updates and check ins with project management and wider teams involved in client requests, presentations, marketing and events
- : Hold regular production meetings to manage current work schedules, project progress and budget reports, and undertake forward planning to ensure adequate resources are in place in line with forthcoming activity
- : Foresee and manage any deadline clashes between editorial content, events and client work
- : Work with the senior management team to assign the right team members to the right briefs
- : Be a point of contact on all project check ins and deadlines across the business that affect the foresight and editorial division
- : Ensure a clear brief (deliverables, timescale, budget, resources) is in place and is received before a project is accepted and booked in
- : Manage a live book of freelance writers and visual researchers, booking freelance resources as and when required, negotiating day rates
- : Be responsible for planning annual content calendars
- : Be the point of contact for all workflows coming into the division through the senior leadership team and directors

Essential skills and experience:

- : Highly organised and capable of managing multiple deadlines and stakeholders
- : Excellent interpersonal and communication skills, with the ability to communicate at all levels within the business
- : Curious, proactive, empathetic, ambitious, calm and friendly
- : Training gained from a project management course is a plus