



Tantronics Productions

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PRODUCER

Job Description

Reports To:

Executive Producer

Employment Type:

Contractor

Position Overview:

Tantronics Productions is seeking a highly organized, proactive, and solutions-oriented Producer to lead content productions from concept through delivery.

The Producer serves as the central hub of communication, planning, and execution throughout the production process. This role is responsible for coordinating clients, crew members, schedules, equipment, budgets, and deliverables while ensuring every project is completed efficiently and at the highest level of quality.

The ideal candidate thrives in a fast-paced creative environment, enjoys solving problems, and has a passion for bringing ideas to life through exceptional production management.

Position Summary

The Producer is responsible for overseeing projects through all phases of production:

Pre-Production

Planning and preparing projects before cameras roll.

Production

Managing crew, schedules, logistics, and execution during filming.

Post-Production

Ensuring edits, revisions, approvals, and final delivery remain on schedule.

The Producer works closely with clients, directors, editors, and production crew to ensure every project is completed on time, on budget, and aligned with the creative vision.

Key Responsibilities

Client Communication & Relationship Management

- Serve as the primary point of contact for assigned clients
- Schedule and facilitate meetings
- Schedule production days
- Manage expectations and timelines
- Maintain strong client relationships
- Ensure clients receive timely updates throughout production

Project Planning & Pre-Production

- Lead project planning meetings
- Develop production schedules
- Create project timelines
- Coordinate locations, talent, and logistics
- Assist with concept development
- Oversee script and shortlist development
- Build production plans and shoot schedules
- Ensure all project resources are secured prior to filming

Production Management

- Lead production logistics
- Coordinate crew schedules and hours tracking
- Manage production day operations
- Oversee equipment and resource allocation
- Monitor project budgets
- Troubleshoot production challenges
- Ensure productions remain on schedule
- Maintain a safe and professional work environment

Post-Production Oversight

- Coordinate editing schedules
- Manage review and approval processes
- Collect client feedback
- Ensure revisions are completed efficiently
- Maintain delivery deadlines
- Oversee project completion and asset organization

Team Leadership

- Support directors, cinematographers, editors, and production assistants
- Foster a positive and collaborative team environment
- Communicate project expectations clearly
- Help solve problems quickly and effectively
- Ensure accountability across all departments

Qualifications

Required

- Excellent communication skills
- Strong organizational abilities
- Ability to manage multiple projects simultaneously
- Attention to detail
- Strong problem-solving skills
- Professional and client-facing demeanor
- Ability to work independently and collaboratively

Preferred

- Experience in video production, creative services, marketing, or project management
- Understanding of production workflows
- Familiarity with social media content production
- Experience managing creative teams
- Experience working with clients

Compensation & Schedule

- Freelance / Contract Position
- Part-Time Opportunities Available
- Hybrid Remote & On-Location Work
- Project-Based and Retainer-Based Productions
- Flexible Schedule Depending on Production Calendar

Join Our Team

Tantronics Productions is looking for people who care deeply about storytelling, creative excellence, and delivering exceptional experiences for clients and audiences alike.

If you're passionate about bringing ideas to life, we'd love to hear from you.

Apply on our website: www.tantronicsproductions.com/opportunities