



## Position Description and Responsibilities

**Position title: Executive Producer**

**Business area: Service Delivery**

**Position Description:**

As an Executive Producer at RD Consulting your primary focus is to ensure high quality video production, on schedule, and within budget for our clients.

RD are looking for a self-starter with a marketing mindset who has broad experience across all disciplines of film making. The nature of the role requires the Executive Producer to be present on location during filming, either in studio or outdoors - due to our high proportion of defence-based clients.

An Executive Producer will work across multiple projects and will collaborate with a diverse team of delivery consultants. The ability to communicate effectively, while possessing strong leadership, and decision-making skills is a must.

When not delivering projects, an Executive Producer can expect to support Business Operations activities as well as participate in professional development activities to support career progression.

All members of RD Consulting play a role in the development and maintenance of a healthy culture and work environment.

**Responsibilities**

**Leadership:**

- Embody the RD Values, RD Fundamentals, and work to embed them within the Service Delivery team
- Collaborate with onsite and off-site team members
- Manage the production team and suppliers
- Seek and complete personal and professional development opportunities

**Service delivery:**

- Oversee video production through from conception to final product
- Outline long-term working timelines
- Ensure careful management of schedule, budget and quality
- Identify and report project risks and opportunities
- Contribute to client engagement and relationship management
- Seek professional develop opportunities
- Ability to handle multiple projects at once

**Technical delivery:**

- An understanding and proficiency in video production process
- Be able to assemble production teams and develop budgets
- Be able to guide video suppliers to deliver optimum product
- 

**HR:**

- Ensure HR policies are in place and adhered to
- Ensure you aware of your roles and responsibilities and have a clear understanding of your reporting lines.
- Identify opportunities for new skills development
- Actively participate in the RD Building Better Plan

**Reporting relationships:**

- Direct report to a Manager or Senior Manager
- Lateral report to fellow consultants as required