

About Digital Orchard

Digital Orchard is an industry-leading film and digital service provider that offers a unique end-to-end workflow and colour-management solution, from capture to post. From our expert technicians on-set, right through to film processing, scanning, picture post and deliverables, we pride ourselves on having the right knowledge and attitude to ensure every production gets exactly the attention to detail it deserves. Our boutique, full-service operation allows us to go above and beyond, giving cinematographers, producers and editorial uninterrupted support, creative freedom and consistent quality.

Job Title: Technical Operations Manager - Equipment
Reports to: Managing Director

Prime Function of Role:

This senior role has responsibility for all on-set equipment and management of the kit room team. Main areas of responsibility include: equipment R&D, on-set liaison, scheduling, purchasing & technical trouble-shooting.

Main duties and responsibilities include:

- Acting as first point of contact for all clients and technicians for equipment related enquiries
- Managing and liaising with internal staff, freelance DITs and video technicians, external contractors, suppliers, clients
- Developing and Implementing efficient scheduling methods and systems for kit and technicians
- Ensuring all equipment is adequately tracked and PAT tested.
- Researching new equipment and tracking new software to make sure that we stay at the forefront of new technologies
- Taking responsibility for ensuring that all equipment is kept in a pristine condition and outsourcing major repairs where necessary
- Liaising with internal admin team for any equipment related purchases to ensure that invoicing is up to date
- Using a range of office software (Mac-based), including email, Excel spreadsheets, databases, asset tracking and scheduling software
- Developing and implementing new administrative systems to ensure a smooth-running kit-room
- Overseeing the organisation of the kit room, maintaining supplies of consumables, maintaining the condition of the kit room and arranging for necessary repairs
- Line-managing kit room technician and delegating as required
- Other ad-hoc duties as required.

Details of the role:

- 9 hours per day, 5 days per week with availability on the phone evenings and weekends to respond to last minute enquiries
- Salary dependent on experience. ***Please state your salary expectations with application.***

- The Digital Orchard office is in the countryside near Chalfont St Giles (HP8 4AX) – ***please ensure that you can easily travel to and work from the office.***

Personal specification:

- Knowledge of DIT and Video playback roles and digital workflows (Essential)
- Excellent written and verbal communication skills (Essential)
- Excellent interpersonal and customer service skills (Essential)
- Highly organised with a great attention to detail and ability to prioritise and delegate (Essential)
- Good IT skills including knowledge in the use of Macs and all relevant software (Essential)
- A friendly, motivated manner with a flexible and dedicated approach to work (Essential)
- Highly self-motivated, loaded with common sense, resourceful, and confident working independently (Essential)
- Able to manage multiple priorities and stakeholders (Essential)
- On-set experience in a technical role (Highly Desirable)
- Experience of line management (Highly Desirable)
- Experience of industry software such as ie. QTAKE, Resolve, Live Grade (Highly Desirable)
- Basic electrical engineering knowledge (Highly Desirable)

To apply, please send your CV and cover note to:

jobs@digitalorchardgroup.com