

**CoSTAR NATIONAL LAB STUDIO MANAGER**

**Full time (35 hours per week, standard business hours between 8:30am and 6pm)**

**Salary £55,000 - £65,000 per annum, dependent on experience**

**Permanent role**

**JOB DESCRIPTION**

**Responsible to:** Head of Innovation, with a dotted line to Director of Technology for CoSTAR and the Director of the NFTS

**Location**: CoSTAR National R&D Lab at Pinewood, the National Film and Television School (NFTS), Beaconsfield and Satellite facilities at Royal Holloway University

**Purpose of role**:

The Studio Manager will be responsible for the management of a range of specialist and traditional creative technologies, including the LED volume and traditional soundstage as well as a range of equipment from 5G private networks, head mounted displays and different production software solutions. The Studio Manager will be responsible for managing a team in the set-up, configuration and operation of studio equipment, directing technical staff to support research and development activities within the Lab.

As **Studio Manager** you will:

* Collaborate with stakeholders at Royal Holloway, University of London, and other CoSTAR partners to establish and develop the new National Lab studio infrastructure at our Pinewood location.
* Ensure the smooth operation of the studio by establishing and maintaining efficient office systems and processes.
* Lead and support the team to ensure the seamless running of the studio, enabling the delivery of courses and production activities.
* Manage the daily scheduling of studio space, assigning duties to team members as appropriate.
* Work closely with the Head of Innovation and other CoSTAR colleagues to ensure workshops are delivered smoothly, on schedule, and within budget, while addressing all student learning outcomes.
* Provide day-to-day operational support to staff, students, and external companies in the use of the studio.
* Schedule and ensure timely maintenance, including repairs, software updates, and infrastructure upgrades across all studio areas.
* Oversee the installation and repair of studio equipment and facilities, including both routine and reactive maintenance.
* Manage procurement of studio equipment and supplies, ensuring cost-effective purchasing and timely availability of resources.
* Ensure compliance with health and safety regulations, conducting regular inspections and risk assessments to maintain a safe working environment.
* Provide timely input into regular planning and reporting of the Facility utilisation and projects in line with the expectations of the funding body.
* Contribute to regular evaluations of new and emerging technologies relevant to the research & development aspirations of CoSTAR partners.
* Perform any other duties reasonably associated with the position.
* To support and enable an inclusive and sustainability-aware culture of active staff engagement within CoSTAR, including effective representation of staff research and development capabilities and interest in programme design
* To work with colleagues across the CoSTAR partners to develop a culture of excellence, promoting innovation, team-working and collaboration

**PERSON SPECIFICATION**

* This post requires an experienced practitioner working in the film and television industry with up-to-date knowledge and understanding of a working studio and the latest developments related to virtual production.
* You will have expertise and demonstrable experience in Studio operations, with some experience in Virtual Production
* Strong leadership skills, experience managing a team and/or training and mentoring new crew
* Detailed knowledge of studio engineering with the ability to train others in the field and provide hands-on support for the School facilities
* Ability to perform fault diagnosis and repair
* Ability to work as part of a team, being organised, flexible and with the ability to multi-task in a fast-paced environment
* Ability to stay calm under pressure with excellent time management skills
* Ability to successfully manage relationships with a wide range of contacts both internal and external to the School
* Excellent stakeholder management and customer service skills
* Good IT skills
* Good current contacts with the (UK) production community
* Experience of working with research and development teams to support experimentation and innovation
* Experience of teaching and/or professional training
* Knowledge of research and development in creative technologies associated with Virtual Production
* Commitment to developing one’s own practice as both a studio manager and an educator