



JOB ANNOUNCEMENT FOR PRODUCTION MANAGER

JOB TITLE: Production Manager

DURATION: Part-Time, 10-20 hrs/wk for 10 months

LOCATION: New York City

START DATE: March 2024

COMPENSATION: \$35/hour

APPLY BY: March 22, 2024

Jahajee Sisters is seeking a Part-Time **Production Manager** to join our team through the end of the year to support the creation of an intersectional feminist television series entitled, *Jahajees Rising* that will capture audiences worldwide. As a Production Manager, you will play a pivotal role in overseeing and managing all aspects of production to ensure the successful completion of the series within the allocated resources and timeline. We look forward to welcoming a talented Production Manager to our team who can help to bring our vision to the screen.

RESPONSIBILITIES:

- Collaborate with the show's producers, directors, and other key stakeholders to understand their vision and requirements for the series.
- Develop a detailed production plan, including budgeting, scheduling, and resource allocation, to bring the vision to life.
- Coordinate with various departments such as art, costumes, makeup, and set construction to ensure seamless integration of their requirements into the production.
- Co-create and manage the production budget, ensuring that all expenditures are within the allocated budget.
- Track expenses, review cost reports, and identify cost-saving opportunities to maximize resources.
- Negotiate with vendors, suppliers, and crew members to secure competitive rates and favorable contracts.

- Arrange and coordinate all logistical aspects, such as securing shooting locations, equipment rentals, and transportation, to facilitate smooth operations.
- Obtain necessary permits and clearances for filming at specific locations, ensuring compliance with all regulations.
- Recruit, hire, and manage the production team, including assistant production managers, coordinators, and production assistants.
- Schedule and supervise the work of the production team, ensuring that everyone understands their roles and responsibilities.
- Foster a positive and collaborative working environment, resolving conflicts and addressing any issues that may arise.

QUALIFICATIONS:

- Proven experience as a Production Manager or similar role in the television or film industry.
- In-depth knowledge of production processes, budgeting, logistics, and crew management.
- Strong leadership and organizational skills with the ability to multitask and prioritize effectively.
- Excellent communication and interpersonal abilities to work effectively with diverse teams and stakeholders.
- Proficiency in industry-standard software and tools for production management.

OTHER DESIRABLE QUALIFICATIONS INCLUDE:

- A commitment to gender justice, racial justice, immigrant rights, and economic justice
- Understanding of healing and transformative justice methodologies
- Experience working with the organization's core constituencies: Indo-Caribbean women, working class, immigrant, gender expansive/non-binary and queer people

COMPENSATION & TIME

This is a part-time contract role lasting for ten months from March through December 2024 with an hourly rate of \$35 an hour. The time commitment will be 10-20 hours per week starting off slow and picking up as we gear up into production in the summertime. This role will be co-managed by two executive producers of the production.

HOW TO APPLY

If you are passionate about bringing compelling stories to life through efficient and effective production management, we would love to hear from you. Please submit your resume and a cover letter detailing your relevant experience and why you are the ideal candidate for this role. To apply, send to jahajeesters@gmail.com with "Production Manager" in the subject line.

ABOUT THE ORGANIZATION

Founded in 2007, Jahajee is a gender justice organization that activates Indo-Caribbeans in New York to put an end to intimate partner, family, and sexual violence. Our community of support guides women, girls, and gender expansive people to heal and create lasting change. Through leadership development, community organizing, arts activism, direct services, and building economic sovereignty, we amplify survivor voices and visions to transform culture.

Jahajee Sisters is a project of the Center for Transformative Action (CTA). CTA is an equal opportunity employer. Employees are hired based on their merit, ability, experience, and training without regard to race, color, national origin, ancestry, gender, gender identity, sex, sexual orientation, familial status, marital status, age, mental or physical disability, size, religious affiliation, genetic make-up, military/veteran status, domestic violence victim/survivor status, sexual and other reproductive health decisions, or past participation in the discrimination complaint process. We are committed to being an inclusive organization and encourage people from diverse communities to apply. The candidate we hire will be an employee of CTA.

ABOUT THE JAHAJEES RISING TV SERIES

“An extra spicy group of Indo-Caribbean artists and activists band together after the brutal stabbing of Sevita Singh on New Year’s eve to build a cross-class, LGBTQ+ inclusive movement that address gender based violence, while also navigating generational trauma, family secrets, and love triangles.”

Inspired by the first homicide in NYC in 2018, this is a fictional and futuristic reimagining of a true story. In the series, protagonist Sevita, survives and joins a budding Indo-Caribbean gender justice movement. Jahajees Rising challenges the narratives that normalize intimate partner violence while igniting new cultural norms, highlights our often invisible Indo-Caribbean community, and seeks to make community organizing rooted in transformative justice more accessible to the mainstream.

We understand that art and stories play a distinct role in the catalytic and imaginative work needed by liberation struggles. While they don’t replace the need for direct services and grassroots organizing, they compliment social movements in powerful ways. Rooted in the lineage of Afro-Futurism, Jahajees Rising— both the process and the product— rallies our community together to reflect on root causes and imaginatively assert the futures we most desire.