

## **JOB DESCRIPTION – JUNIOR PRODUCER (JAPRO)**

**Opening:** Jan 31, 2022

**Start date:** ASAP

**Location:** Barcelona, in-person

### **About Us**

Albiñana is a leading content Production Company. With its headquarters in Barcelona and its other bases in Madrid, Portugal, France, and Panama, Albiñana operates globally. *Our mission?* Bringing clients' dreams & idea briefs to reality – we say that “if you can dream it, we can achieve it!”.

We use our 40+ years of life to embrace innovation and reinvention as our core philosophy, and utilize our experience to always say "YES": putting our creative problem-solving skills at the service of our partners and clients, there is nothing we cannot create or produce!

### **Job Description**

Albiñana is looking for a Junior Producer (JAPRO) for the International Unit, which handles international productions. The JAPRO will work closely with and under the supervision of the Executive Producer (EP) of this unit, with whom the relationship will be based on a continued traineeship and knowledge transfer formation. The JAPRO is the senior EP's “right hand” and provides key support to make the workstream of this unit smooth and efficient.

The tasks of the JAPRO include:

- Carefully reviewing the scripts received by the Unit to understand the nature and needs of each project, to be able to comment on the adequacy of the Director options presented by the Directors' Research team.
- Working closely with the International Business Development Head (IBD) in charge of holding direct communications with the Unit's counterparts for each international project.
- Staying up to date with the developments/progress in all the Unit's projects, to do weekly recaps and debriefs to the EP and the IBD on the status of things.
- Tracking trends in the film making industry, staying informed about events of interest and suggesting attendance to the EP and IBD when relevant.
- Proactively suggesting commercial actions to the EP to attract new projects.
- Forging good relationships with Directors Associations / Representatives to promote easiness in future collaborations, as well as with agencies and clients.
- Keeping an organized record of past, ongoing, and upcoming projects to help the EP, IBD and Management stay up to date in an organized way.
- Assisting the EP with budget preparation.
- Keeping the company's performance evaluation app (DOERS) up to date, periodically inputting entries about developments in each project.
- Green Shootings: Ensuring each item in our “green checklist” is looked after before, during and after the shooting day.

## **The Successful Applicant**

A great candidate to the vacancy will gather the below characteristics:

- Education in Cinema, Audiovisual Production, or related field. Master preferred.
- Experience in the advertising and film-making sector or related experience preferred, showing criteria to assess/comment on films.
- Incredibly organized professional with strong project management skills, inherent attention to detail and the ability to multi-task and prioritize among a heavy workload. Knowing how to work under pressure is key.
- Positive attitude, proactivity, and initiative “beyond what s/he is told to do”.
- Team player with great interpersonal communication skills and a good ability to motivate oneself and others.
- Having the ambition to become a Senior Executive Producer herself/himself one day, being open to a continuous learning process from the current EP.
- Fluency in Spanish and English are required. Knowledge of other languages is an advantage. French and German in addition to English ideal.

## **What's On Offer**

This opportunity offers great room for rapid progress and increasing responsibilities are guaranteed upon satisfactory performance. Compensation and conditions to be discussed at later stages with successful candidates.

## **Contact**

If you are proactive, results-driven, and have a passion for Film Making and Productions, send us your CV and a brief paragraph explaining how your profile fits the position to [patricia@albinana.com](mailto:patricia@albinana.com). Please add JAPRO in the Subject line of your email.

Kindly include your contact details (phone number with your international prefix) to be contacted upon your success in the screening process.