Job Title:	Head of Production
Department:	MA Filmmaking
Reports to:	Year One Lead
Contract:	Permanent
Hours:	Full Time
Last Updated:	November 2026

We are a world leading London-based film school and registered charity, dedicated to developing the next generation of filmmakers and screen industry professionals. Through industry-focused training we support creative talent and widen access to careers in film and television.

The London Film School is seeking an exceptional production leader to take on a newly created role at the heart of one of the world's most respected filmmaking institutions.

Reporting to the Senior Course Leadership the Head of Production will provide strategic leadership for all aspects of production activity across the school, ensuring that our students are supported to create ambitious, professionally delivered work in safe, efficient and financially sustainable environment. Working as, and closely with the academic and operational colleagues, the post holder will shape production policy, oversee production systems and resources and drive continuous improvement across an increasingly complex and dynamic production landscape. The role requires a strategic thinker and experienced production professional capable of leading teams, managing resources and driving change within a complex educational environment.

This is an opportunity to influence the future of filmmaking education, balancing creative ambition with operational excellence and ensuring that London Film School continues to provide an outstanding production experience that reflects the realities and standards of the global screen industries.

Job Summary

The Head of Production provides strategic, operational and academic leadership for production across the London Film School. As a senior member of staff, the post-holder is responsible for ensuring that student productions are delivered to the highest standards of creative excellence, professional practice, safety and financial sustainability, while supporting the School's educational mission.

The role combines leadership of the School's production operations with teaching, curriculum development and student support. The Head of Production will contribute directly to teaching and learning through lectures, workshops, student project supervision, assessment and academic guidance, ensuring that production teaching reflects contemporary industry practice and the evolving needs of the screen industries.

Working collaboratively with academic and professional services colleagues, the post-holder will oversee production planning, budgets, facilities, risk management and production support services, while developing strategies, systems and policies that enhance both the student experience and operational effectiveness. The Head of Production will sit on the Schools Management Team as well as lead and develop production staff team, foster a culture of continuous improvement, and ensure that production activity remains aligned with the School's academic objectives and professional standards.

The post-holder will lead their department, ensuring levels of excellence, innovation, and resource management in department activities from full-time Masters teaching to workshops, masterclasses, partnerships and publications. As a member of the teaching staff, the Head of Department will also have responsibility for planning, teaching and assessing, providing student learning support, contributing to curriculum development and reviewing the programme(s) to meet defined learning objectives.

We encourage applicants from diverse backgrounds and with diverse professional experience. You might have extensive teaching experience in your area with limited film industry experience, or conversely, extensive industry experience with limited teaching/mentoring experience.

Main responsibilities

DEPARTMENT LEAD

- Plan and oversee high quality teaching and supervision for the Masters programmes, enriching and developing the curriculum in liaison with the Module Leaders, Course Leader and other departmental heads.
- Deploy experienced and effective tutors from the school's staff and industry, building on and developing the school's range of teaching contacts and inducting and supporting tutors.
- In liaison with Module Leaders and Course Leader, devise and develop innovative content for specialist teaching area when required for workshops and short courses.
- Keep up to date with industry best practice and emerging ideas in specialist teaching area.
- Develop and maintain relationships with leading industry professionals in the UK and abroad, thereby building a high-quality pool of practitioner teachers, favourable terms for services and equipment, and a position of influence for the school in craft area.
- Manage departmental staff, overseeing their development and training provision, departmental Health & Safety, and welfare requirements in liaison with the Course Leader and Head of HR.
- Generate, negotiate and manage an annual budget for departmental spending in liaison with the Course Leader.
- Participate in Academic Board, Health and Safety, and other school committees as requested.
- Convene and maintain an Advisory Board of industry professionals, developing a rolling agenda of improvements and initiatives.

TEACHING & LEARNING SUPPORT

- Plan, prepare and teach students in line with the validated course and module specifications, using a range of modes of delivery and methods to meet learning objectives and outcomes.
- Undertake continuous formative assessment of student progress and performance.
- Participate in summative assessment of students' work.
- Proactively contribute to curriculum development, programme review and validation of programmes.
- Involvement in student induction programmes.
- Undertake teaching, and/or research supervision in other programmes or collaborative learning activities when required.
- Ensure practical application of contemporary developments in teaching, supervision, and interaction with students to foster learning and creative thinking.
- Contribute to and participate in internal and external quality and other regulatory reviews.

PROFESSIONAL PRACTICE & RESEARCH

- Maintain strong professional practice in the field.
- Undertake and/or participate in research and scholarship, individually and/or in collaboration, contributing to specialist subject knowledge and for learning and teaching, and strategic objectives of the LFS, as appropriate.
- Contribute to the development of the use of contemporary and future technologies within the school and department

ADMINISTRATION

- Undertake academic administration duties such as timetable/lesson planning, attendance taking, internal and external reporting, project management, when required.
- Plan and manage students' annual/periodic performances, exhibitions or screenings relevant to the programme.
- Attend programme related meetings and examination boards meetings as and when required.
- Attend staff meetings / learning activities as and when required.
- Undertake teaching related administrative matters.

STUDENT PERSONAL TUTORING

- Act as mentor for students and provide pastoral care and support in learning and to deal with issues and concerns of students, as a first line support.
- Refer students to the appropriate channel or Head of Department/Course Leader should the need arise.

STUDENT RECRUITMENT

- Participate, when required, as a member of the student recruitment team for the programme and the LFS
- Review applications and interview applicants as and when required by Admissions staff in line with the LFS Admissions Policy.

PEOPLE LEADERSHIP & MANAGEMENT

- Provide effective leadership and the line management for staff within the Production Department
- Lead recruitment, performance management and workforce planning processes in accordance with School policy and procedure
- Ensure compliance with institutional policies, statutory requirements and regulatory obligations undertaking other duties commensurate with the seniority of the post as required

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and values of LFS;
- Ensure Diversity and Inclusion is at the forefront of your thinking when undertaking your responsibilities at LFS.
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy;
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations;
- Encourage team working and effective communication with colleagues;
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times;
- Comply with LFS financial policies and practices as applicable;

- Commit to and undertake continuous personal and professional development;
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

PERSON SPECIFICATION

Personal Attributes

- High level mentorship and leadership skills
- Proven skills as a feature or HETV Producer, Line Producer or Supervising Production Manager or Senior Production Executive
- At least 15 years in the film and television industry
- Understanding of the film development and production cycle
- Proven ability to oversee the practical and creative development of projects, mentoring and developing new industry starters in the same field
- Excellent communication skills and the ability to work across multiple teams and departments
- Interest in working with a diverse student body making a large volume of films within tight time frames
- Industry knowledge relevant to contemporary filmmaking practice
- Experience of working on externally facing projects
- Patience, curiosity and good humour

How to apply

If you would like to make an application for this role, please send your CV, supporting statement outlining how your skills, knowledge and experience meet the requirements of the role, plus the **completed equalities form** to **our application page.**

A formal offer will be made to the successful applicant, subject to satisfactory references and evidence of your eligibility to work in the UK.

About London Film School

London Film School is the oldest film school in the UK. For nearly 70 years, LFS has been the place for emerging creative talent to hone their craft, find their voice and engage directly with the vibrant UK screen industries. The School offers five full-time MA programmes including Filmmaking, Screenwriting, International Film, Business, Film Producing, & Film Marketing and a full calendar of short courses.

LFS is a world leading conservatoire for filmmakers from around the world. Based in London's Covent Garden, the School's alumni include veterans (Mike Leigh, Michael Mann, Tak Fujimoto, Ann Hui) and famous younger filmmakers including Daina Pusic, Oliver Hermanus, Babak Jalali, and the creator of End of the F**king World, Jonathan Entwistle.

The School is celebrated for its commitment to film, innovation and creative freedom, and its reputation for teaching excellence and practical learning - the School makes over 180 films every year. In 2022 London Film School was awarded World-Leading Specialist Provider status by the Office for Students and in 2024 was named by The Hollywood Reporter as one of the top global film schools. LFS welcomes a student cohort from every corner of

the globe, LFS has always been a cultural hub where fresh voices, experiences and perspectives rub shoulders with tradition and history. A global network, once built, lasts a professional lifetime.
London Film School is a non-profit educational charity with Greg Dyke as its Chairman of the Board and Chris Auty as Director and CEO.

About London Film School

Our people are at the heart of what we do at London Film School. Our organisational values define what LFS stands for and what we believe in. They guide our purpose and direction and set the tone for a positive workplace culture.
Our six values are:
·Innovation & Excellence
·Inclusivity & Respect
·Feedback & Collaboration
·Empathy, Accountability & Integrity
·Safe & Inclusive Spaces
·Kindness

Our Commitment

LFS is an Equal Opportunities Employer. We are committed to diversity and inclusion and welcome applications from all individuals regardless of personal characteristic(s) or background. We are a member of the Government's Disability Confident scheme as a 'Disability Confident – Committed' employer.
To fully embed effective equity, equality, diversity and inclusive practices, we are working towards removing all barriers that staff, applicants and students may experience from underrepresented groups.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The School is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Please refer to LFS Privacy Policies (**http://lfs.org.uk/privacy-policies**) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.

Please be assured that we will protect your privacy and the information provided on the monitoring form. No information is shared if there is a risk of identification.

Benefits

As a member of staff at LFS, you receive more than just your basic salary there are other significant contributions to your financial security in the form of your benefits package:

Annual Leave	In addition to the statutory bank holidays, all full-time employees are entitled to 30 working days per annual leave year (01 September to 31 August). This entitlement is pro-rated for part-time staff.
Pension	Subject to the rules for auto-enrolment, after 3 months' employment you will be auto-enrolled into the People's Pension Scheme.

Staff Development	LFS has an appraisal scheme in place that aims to provide a focussed, evaluative review of employee performance against agreed objectives. The appraisal process is used as an opportunity for individuals to discuss training and development needs with their line manager. We also operate a Professional Development Leave (PDL) scheme, whereby staff can request leave to pursue learning & development activities linked with their work, to enhance their professional skills.
Cycle to work scheme & City Bike Hire	If you like to cycle to work, you are in luck. We operate the Cycle to Work salary sacrifice scheme which makes it easier to afford your new set of wheels. You can also obtain a discount on membership of City Bike Hire schemes.
Your Wellbeing	We provide free access to our Employee Assistance Programme, which will give you access to confidential counselling, advice and online support, designed to help maintain your work/ life balance. This includes advice on mental wellbeing, lifestyle, family support and money issues.
Staff Loans	Upon completion of the applicable probation period staff are eligible for an interest free financial loan, or to purchase a season ticket.
Family friendly leave	To support families and working parents, we have a suite of family-friendly policies offering enhanced rates of pay during maternity, co-parental/paternity, adoption and shared parental leave, in addition to paid time off for staff undergoing fertility treatment and staff supporting a partner undergoing fertility treatment. The School also adheres to statutory entitlements to unpaid parental, carer's & dependents leave.
Discounted gym membership	You can register to be an Associate Member of the London School of Economics Students' Union with your LFS email address, giving you discounted access to the gym, cafes and social spaces, on the same basis as LSE staff and students (nominal charges apply where applicable).
Discounted gift cards	You can purchase gift cards at a discount of up to 15%, enabling you to save money on a wide range of goods and services, from clothing and DIY to restaurants, travel agents and theatre tickets.