



TITLE: Product Manager (French speaking)

ABOUT US

Based out of Glasgow, **Anime Limited** is a pioneer in distribution for anime, producing physical and digital releases across the world with some of the top brands in Japanese animation. Working with titles like *Cowboy Bebop*, *Attack on Titan*, *NEON GENESIS EVANGELION*, *Mobile Suit Gundam*, *Tokyo Ghoul*, *Your Name*, *Weathering With You*, *Mirai*, and *JUJUTSU KAISEN*.

JOB TYPE: Full time, with a 6 month probationary period

PLACE OF WORK: Glasgow, UK with flexible working (currently we are full time remote)

MAIN SUPERVISORS: Senior Manager, French office & Production Manager

OBJECTIVES OF THIS ROLE

- Manage production for French releases in the company - end-to-end including but not limited to briefing designers, coordinating video delivery & flowcharts with authoring houses, product builds and managing COGs, delivery of product to the warehouse.
- Coordinate with other product managers to ensure that co-productions are effectively managed and act as a bridge between UK & French production for coordination.
- Coordinate the dubbing process as required with French studios, including collecting quotes, managing timelines for delivery and ensuring materials are delivered in a timely fashion.
- Provide guidance and feedback to help improve the production workflow overall.

DAILY AND MONTHLY RESPONSIBILITIES:

- Oversee day-to-day operations of production for the French side of the business, coordinating projects with other project managers and managing assigned projects on an end-to-end basis with colleagues across the production chain.
- Cultivate and manage a relationship with our vendors in authoring and dubbing as part of the production process.
- Maintain project timelines to ensure tasks are accomplished on time, making use of department heads to ensure the projects come to fruition.
- Manage dubbing projects for series to ensure that they are delivered on-time and on-cost for production purposes across homevideo and other business areas.
- Manage the COGS for each product in France to ensure the best possible product is delivered within the established parameters for production.

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- Work with colleagues in production to ensure co-productions with other territories are managed in a timely manner and that French studio needs are met.

SUPERVISORY RESPONSIBILITIES

This role has no supervisory requirements.

Skills and qualifications required

- Ability to speak, read & write effectively in French at business level or higher
- Ability to speak, read, & write effectively in English at business level or higher
- Effective communication, negotiation and interpersonal skills
- Previous product management experience is a must.
- Proven experience of project management.
- Proven understanding of the COGS and ability to manage them.

- Aptitude in decision-making and problem-solving
- Ability to pay strong attention to detail
- Ability to manage time effectively and meet deadlines
- Ability to work effectively in a small business environment with an emphasis on teamwork
- Ability to work legally in the United Kingdom
- Understanding of Japanese animation or home entertainment & theatrical in general a plus

Understanding and proficiency in the following software packages:

- Mac OSX
- Microsoft Excel
- Airtable
- Basecamp or similar project management software
- Google Apps / Dropbox
- VLC

Useful:

- Proficiency in Japanese
- Understanding of Japanese animation / home entertainment space
- Understanding and/or familiarity with Japanese business culture

- Familiarity with:
 - Aegissub or other subtitling software
 - Adobe Premiere / Final Cut
 - Adobe Media Encoder
 - Handbrake
 - MKVToolnix

SALARY & BENEFITS:

Salary depending on experience but expected to be between £25,000 and £32,000

8% pension contribution

45 days holiday time given, inclusive of public holidays.



WORKING ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

Approximately 90% of time spent on the job involves use of a video display terminal; therefore, successful applicant must be able to sit for extended periods and to utilize standard ergonomics practices. While the primary place of work is in an office environment, employees MUST be able to travel both domestically and internationally as needed. Employees will be given sufficient notice of travel in advance to plan ahead, should travel be required.

As part of a multi-media entertainment company with a focus on Japanese animation, employees may be subjected to work-related images including content such as: sexually explicit images, nudity, and graphic violence. Employees should be willing to work with this type of content. Anime Limited does not condone the viewing of this content where not work-related.

Employees will be subject to private information on a day-to-day basis that should be treated strictly and confidentially. As a result, the successful applicant will be required to sign a non-disclosure agreement on acceptance of the job.

Anime Limited is an inclusive employer and welcomes applications from those with caring responsibilities or other challenging circumstances requiring flexibility and support in their working lives.

APPLICATION PROCESS:

1. Submit your CV and Covering Letter, please note applications sent without a covering letter or comparable introduction method will not be considered. ***This must be done no later than Sunday May 22nd, 2022.***
2. If you pass the first phase of selection, we will conduct a short 15-20 minute interview in French and English with our Senior Manager for the French office and our Production Manager the week of May 23rd.
3. From there, the final candidates will have a panel interview with relevant team members in the UK & French team to get a better understanding of them.
4. Successful applicant will be notified by latest of June 3rd, unsuccessful applicants will be informed by June 3rd latest.