

# GENTLEMAN'S JOURNAL

**Job Title:** Production Director

**Location:** Knightsbridge, London (Hybrid — in-office + remote)

**Start Date:** ASAP

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## About Gentleman's Journal

Over the last ten years, Gentleman's Journal has built one of the most premium and influential men's luxury audiences in the world. Today, Gentleman's Journal is the premier lifestyle publication, agency and influencer brand for the modern gentleman — 'a curated handbook of the finer things in the world'.

Our offering:

- [Gentleman's Journal](#)
- [GStudio](#)
- [GInfluence](#)
- [GJ Marketplace](#)

## The Role

We are looking for an experienced Production Director to join our growing London team to be the playmaker of our internal team. This is an unrivalled opportunity to be a key figure and leader within a fast-growing business.

## Key Responsibilities

- Managing and leading the internal team's workflow and full accountability for all departments (Editorial, Social, Design, Commercial, Print etc.) vs. meeting team / client objectives and deadlines.
- Prepare implementation plans including content approvals, workflows and timelines.
- Daily management of the team project management tool.
- Leading all internal meetings.
- Overseeing all content production and budgets — managing freelancers workload and costs.
- Manage budgeting and expense tracking for production of all projects.
- Work alongside various teams, departments, clients, contractors, and vendors to ensure content is produced in a high-quality manner, efficiently, on time, and within budget parameters.
- Evaluate, resolve conflict, and enforce best practices, guidelines, processes, and policies.
- Recognise deviations from accepted practices and confirm appropriate next steps.

- Execute direct-report performance reviews and handle any HR-related needs.
- Working with the Founder and CGO to help source, hire, onboard, manage, supervise, coach and develop team.
- Manage and troubleshoot production issues as they arise including insurance, risk, permitting, rights and release issues, compliance, etc.
- Source and negotiate vendors and personnel as required for production.
- Establish reporting and meeting structures of direct-reports in line with the needs of upper management.
- Review and approve budgets, invoices, and contracts.

### Candidate Requirements

- 4+ years working in an agency or brand within operations / workflow management or client services (ideally in advertising / print / social / creative).
- Ability to effectively lead a team and implement workflow and process.
- Strong knowledge of production logistics and workflow, industry technology, and current industry standard practices.
- Experience in contracting, negotiating, scheduling, and managing vendors.
- Effective time management and organizational skills.
- Detailed, concise and effective communication and record-keeping.
- Must be tech-savvy and able to adapt quickly to learn and implement new technology, software, and systems for internal company use.
- Experience leading and developing teams.
- Experience with internal project management tools (e.g. Asana, Monday.com, Slack).
- Experience with budgets and reporting tools.
- A creative and curious mindset, solution-focused.
- Comfortable reading data, working with numbers and budgeting.

### Culture & Benefits

- Central London located office at the bottom of a Belgravia mews surrounded by pubs and restaurants.
- Regular events, socials and team lunches at prestigious locations.
- Young, social team.
- Quick career growth opportunities.

*Gentleman's Journal is committed to a diverse and inclusive workplace. Gentleman's Journal is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.*

To apply please send your CV to [robbie@thegentlemansjournal.com](mailto:robbie@thegentlemansjournal.com).