

# Studio Manager/Producer Job Overview

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Nancy Armstrong – Studio Manager – OMS OnSite P&G

The studio manager makes sure that everything runs smoothly leading up to and during a photo shoot. Makes sure the photographer has everything she needs to take amazing pictures. Communicates, communicates, communicates...

➔ **Responsible for the daily operations of the studio.**

Is the studio presentable, are the assistants/cleaning crew keeping everything clean. Do we have office supplies, batteries, and drinks, snacks. Keep schedules/calendar for the photographers. Making sure receipts/invoices are getting to the billing department.

➔ **Initial Point of contact with Client**

The studio manager is the initial contact with photo request from agency or business. What kind of shoot will it be? How do you want your product or service to be captured? Which photographer are you interested in using?

➔ **Reviews agency supplied artwork/shot list/discusses shot list needs, timing and final deliverables with client**

Reviews requests from client. Sometimes they provide a budget, we provide feedback if the budget will be enough to fulfill the request.

➔ **Meets with photographer and digital team to discuss project needs**

Decide who we need on the team to produce the images? Stylists, assistants, producers, location scouts, models, prop stylists....

➔ **Create a quote/estimate/show of work for the Client.**

Once the client receives the initial quote sometimes we will discuss costs/budget. And adjust as necessary. Once our studio wins the work we start planning.

➔ **Assembling/Hiring the Crew**

Reaching out to everyone we would like to hire to be on set on the day of the shoot. Stylists, hair /makeup, wardrobe, food stylists, assistants, producers. Models. – I am the main point of contact for everyone who is on set the day of the shoot. All communications to the crew come through me.

➔ **Scheduling casting calls/Hiring Models**

If models are needed for a photo shoot we will reach out to agency and they will provide us with comps of models, sometimes you need to host a casting call where models come into the studio and you photograph them to see who will work best for the shoot.

→ **Scheduling casting calls/Hiring Models**

If not using local talent, arrange for travel for talent. Signs contracts with agency models and makes sure modeling fees get paid after the shoot. Models have day rates and usage rates as well. On set getting signed model releases from all talent.

→ **Booking travel for crew, flights, hotels for locations shoots**

→ **Obtaining permits for location photo shoots**

This sometimes handled by location scouts if you are hiring one. Parks, streets, building all will require some type of permit and often requests proof of insurance.

→ **Provides team with shot list and schedule for the shoot**

If I am on set I make sure we are on schedule to complete the number of shots requested by the client.

→ **Creates a Call Sheet for the shoot.**

The call sheet includes photo sheet location, names and contact information for everyone on the shoot, what time each person is expected to be on set. It may include where to park and info needed for the day of the shoot. There are several nice apps for this.

→ **Makes sure the photo shoot stays on budget**

Sometimes the client will ask for things on set that were not on the original estimate so we have to make sure they are aware that sometimes these requests add to the final costs of the shoot.

→ **On Set, is the client happy? Is the photographer happy? Is everyone doing his or her job.**

Again it is my job to communicate, communicate, communicate..

→ **After the shoot, make sure images get from photographer to digital department.**

Did we meet our deadline?

→ **Gets all invoice to the billing department, so crew can get paid.**

→ **Enters all expenses on a project into the billing system.**

→ **Makes sure invoice gets to client for payment.**

