

CAREERS AT

Signal Flare



SIGNAL FLARE

Illuminating Stories that Inspire Change



SIGNAL FLARE

An independent media production company based in Kuala Lumpur

Signal Flare is an independent, international award-winning production company bringing untold human stories from hidden corners of the world to the global stage – inspiring meaningful dialogue that leads to action.

We specialise in creating compelling stories and we offer full production services from story development to providing broad distribution opportunities and partnerships with major clients such as Netflix, HBO, Amazon, and Warner Media.

Mission

Our mission is to use the power of innovative storytelling to ignite curiosity, spark dialogue, and inspire action to drive positive social change.

Vision

Signal Flare's vision is a world where storytelling transcends entertainment, empowering individuals to take meaningful action and drive positive change in society.



PRODUCTION SERVICES

Development

Story conceptualization / Budgeting / Financing / Distribution deal negotiation

Pre-Production

Scriptwriting / Casting / Location scouting / Scheduling / Storyboarding

Production

Set design & construction / Lighting & sound design / Camera operation / Directing & filming / Interviews

Post-Production

Footage editing / Sound editing & composition / Visual Effects / Animation design / Color grading / Final export

Distribution

Marketing strategy / Film advertising / Film distribution





SIGNAL FLARE

A Creative Media Oasis in Asia for Global Production

Signal Flare is based in the Alpha Creative Hub, an impressive 25,000 sqft. studio space designed to unleash creativity and innovation. Tucked away in the lush greenery atop a prestigious mall in Kuala Lumpur, the studio is a hidden oasis of artistic expression. With its world-class amenities and inspiring environment, the Alpha Creative Hub is set to become a global center of excellence for production and digital content creation.

Collaborative spaces & studio facilities

- Dolby ATMOS
- Dolby VISION
- Audio Recording
- Colour Grading
- 16 Edit Suites
- Studio



VACANCIES

Head of Operations

Producer

Assistant Producer

Production Manager

Assistant Production Manager

Editor

Assistant Editor

Production Engineer

HR Generalist



SIGNAL FLARE

HEAD OF OPERATIONS

Seeking an Experienced and Driven Head of Operations

We are seeking an experienced and highly motivated Head of Operations to join our team. As the Head of Operations, you will be responsible for managing key operational functions to ensure the smooth running of the company. The successful candidate will work closely with the CEO and the senior leadership team to drive growth and ensure the company's continued success.

KEY RESPONSIBILITIES

Strategic Leadership, Planning, and Management

- Work closely with the CEO to develop and implement the company's strategic vision, ensuring alignment with the company's mission and values
- Set up systems and processes to ensure effective implementation of the company's strategic plan
- Monitor and analyze market trends and competitors to identify opportunities and threats, and adjust the company's strategy accordingly.
- Develop and implement strategies for fundraising, including identifying potential investors and partners, building and maintaining relationships with key stakeholders, and securing necessary funding to support the company's growth and initiatives.
- Develop and manage the company's budget, ensuring that financial resources are allocated effectively to support the company's goals and objectives.
- Implement effective performance management systems and processes to ensure that the company is meeting its targets and objectives.
- Develop and maintain a positive and productive work culture that aligns with the company's values and promotes employee engagement and retention.

Business Development, Sales and Marketing

- Identify new business opportunities and partnerships, developing strategies to expand the company's client base and revenue streams
- Develop and maintain relationships with key clients, stakeholders, and partners, negotiating and closing deals as necessary
- Lead Sales and Marketing, developing and implementing marketing strategies to promote the company's brand and increase its visibility in the industry
- Manage the company's social media channels and website, ensuring that they are up-to-date and engaging for followers
- Establish branding guidelines and oversee brand management, ensuring that the company's brand is consistent across all channels and communications
- Develop and implement distribution strategies to ensure the successful release of the company's productions.
- Work with key distribution partners to secure favorable terms for the release and promotion of the company's productions.

Compliance and Risk Management

- Ensure compliance with industry regulations, safety standards, and company policies, including OSHA (Occupational Safety and Health Administration) guidelines.
- Identify and mitigate operational risks. Develop contingency plans to handle emergencies and disruptions.
- Implement and monitor safety protocols to ensure a safe working environment in accordance with OSHA regulations. Conduct regular safety audits and training sessions for employees.

Production Planning and Budget Management

- Develop and implement production schedules and timelines, ensuring that all projects are delivered on time and within budget.

- Develop and manage production budgets for all projects, ensuring that they are accurate, realistic, and aligned with the company's financial goals
- Monitor production expenditures and ensure that they are within budgetary constraints
- Identify cost-saving opportunities without compromising quality or timelines.
- Monitor and manage the production team's workload, ensuring that resources are allocated effectively and efficiently to meet project deadlines.
- Implement reporting tools and procedures to track and analyze production costs, revenues, and profitability
- Oversee projects ensuring that they are completed within budget constraints
- Ensure that all productions are compliant with legal and regulatory requirements

Team Management

- Provide leadership and guidance to production team members, fostering a collaborative and positive work environment
- Conduct performance evaluations and provide feedback and coaching to team members
- Ensure that team members have the resources and support they need to complete their work effectively and efficiently
- Foster a culture of continuous improvement, encouraging team members to develop new skills and techniques
- Provide support to the company's creative and production teams, ensuring that they have the resources, tools, and support needed to deliver high-quality work on time and within budget
- Provide regular reports to the senior leadership team and other stakeholders on the company's production performance
- Stay up-to-date on industry trends and best practices in production management, bringing new ideas and approaches to the team

REQUIREMENTS

- Minimum of 7-10 years of experience in operations management, with at least 3-5 years in a leadership role.
- Bachelor's degree in Business Administration, Operations Management, or a related field. MBA or equivalent advanced degree is a plus.
- Experience in film or television production is preferable
- Demonstrated experience leading and managing teams, with excellent leadership and collaboration skills
- Excellent communication skills, with the ability to effectively communicate with clients, team members, and industry partners
- Strong financial management skills, with experience managing budgets of \$5 million or more
- Knowledge of legal and regulatory requirements for film and television production, including insurance, copyright, and intellectual property
- Experience in developing and maintaining production schedules, with the ability to manage multiple projects simultaneously
- Demonstrated experience in developing and maintaining relationships with major clients, with a strong network of industry contacts
- Ability to work in a fast-paced, dynamic environment, with strong problem-solving and decision-making skills
- Passion for storytelling and a commitment to social justice and positive change.



PRODUCER

Seeking Talented Producer to Drive World-Class Production

We are seeking a highly skilled and experienced producer to join our team. As a producer, you will play a crucial role in the development, production, and distribution of our programs. You will work closely with our team of directors, cinematographers, editors, and researchers to bring our stories to life and ensure that they are seen by the widest possible audience.

KEY RESPONSIBILITIES

Pre-Production

- Work closely with the Executive Producer, Series Producer, Production Manager, and clients to plan and execute all aspects of filming and production to ensure operations are planned and run smoothly within budget.
- Develop and manage all materials related to editorial such as scripts, shoot scripts, storyboards, filming briefs, call sheets, and other relevant documents.
- Originate and develop pitch ideas and project concepts, including conducting research, brainstorming with the team, and staying up-to-date on industry trends to create compelling stories that resonate with audiences.
- Create compelling pitch decks and presentations for potential clients and partners.
- Commission writers and supervise the writing team, ensuring that the scripts are well-written, accurate, and engaging for the target audience. This includes writing and editing scripts as needed to ensure they meet Signal Flare's high standards for storytelling.
- Ensure stories are well-researched, fact-checked, and told with journalistic integrity.
- Develop and edit sizzles that effectively communicate the concept, tone, and style of potential projects to clients and partners. This includes selecting compelling footage, crafting a compelling narrative, and using music and graphics to create an engaging presentation that highlights the unique aspects of each project.
- Oversee pre-production process, including location scouting, casting, and budgeting.

Production

- Work closely with the Executive Producer, Series Producer, Production Manager, and clients to plan and execute all aspects of filming and production to ensure operations are planned and run smoothly within budget.
- Develop and manage all materials related to editorial such as scripts, shoot scripts, storyboards, filming briefs, call sheets, and other relevant documents.
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- Oversee pre-production process, including location scouting, casting, and budgeting.

Post-Production

- Supervise the entire project from development to post-production to delivery to the client.
- Supervise and provide guidance to the post-production team during the editing process, ensuring strong storytelling and that the final product is powerful and effective.
- Ensure the production team meets all deadlines and works within budget constraints.
- Collaborate with Signal Flare partners to ensure that their needs are met and their expectations are exceeded.

REQUIREMENTS

- Bachelor's degree in Film, Media Production, Journalism, or related field.
- At least 5-7 years of experience as a producer for documentary films or a similar role in media production.
- Proven track record of producing high-quality content, particularly in documentary or investigative genres.
- Strong storytelling skills, with a deep understanding of narrative structure and pacing.
- Excellent flair for writing with the ability to write effective proposals and briefs.
- Excellent communication and interpersonal skills, with the ability to collaborate with and manage a diverse team of creative professionals.
- Strong project management skills, with experience overseeing all aspects of media production, from pre-production through post-production.
- Excellent multi-tasking skills, with the ability to manage multiple projects simultaneously.
- Ability to work well under pressure and meet tight deadlines.
- Strong knowledge of industry-standard software and equipment, such as Adobe Creative Suite and cameras like the Arri Alexa and Red.
- Strong leadership skills, with the ability to inspire and motivate a team.
- Highly organized, with a keen eye for detail and a commitment to delivering high-quality work.
- Passionate about social justice and committed to telling stories that inspire positive change.

ASSISTANT PRODUCER

Seeking a Passionate and Driven Assistant Producer

We are seeking a passionate and driven Assistant Producer to join our team in creating compelling stories with an investigative niche. The Assistant Producer will report to the Producer and be responsible for supporting the producer in all aspects of the production process, from pre-production all the way through to post-production.

KEY RESPONSIBILITIES

Pre-Production

- Assist in creating budgets and schedules for productions.
- Conduct extensive research on a variety of topics related to the production.
- Help develop story ideas and pitches for new projects.
- Act as a liaison between the producer and various departments or stakeholders involved in the production process.
- Participate in creative brainstorming sessions and provide input and feedback on scripts and other project materials.
- Be able to multitask and take on various duties from writing pitches, creating pitch decks, sizzles, and taking on whatever varied assignments are required in storytelling production.
- Assist in conducting pre-interviews and screen potential subjects for projects.
- Build and maintain relationships with key contacts in the industry, such as freelance crew members, post-production facilities, and distribution companies.
- Manage and oversee production assistants or interns, delegating tasks and providing guidance and support as needed.

Production

- Work closely with Producers throughout the production process and provide support on all aspects of filming and production to ensure operations are planned and run smoothly.
- Attend and assist with shoots as necessary, overseeing equipment setup, talent and crew management, and other logistics.
- Be involved at the development, pre-production stage through to post-production
- Work closely with the production team to assist on-air talent to help support and meet their needs.
- Be organized, adaptable to changing requirements and demands of production, flexible, and quick to resolve issues when it arises.
- Help ensure that all production-related documents, including contracts, permits, and releases, are completed accurately and on time.

Post-Production

- Work with supervising editor and producers to create a post-Production schedule for each project and forecast any special needs/requirements for specific productions
- Distribute cuts internally and externally for review. Collect and disseminate notes to editors. Supervise and assist with the implementation of notes as needed
- Stay up-to-date on industry trends and news, as well as emerging technologies and techniques related to media production

REQUIREMENTS

- A Bachelor's degree in Film, Communications, Journalism, or a related field.
- At least 1 year of experience in a production-related role.
- Excellent written and verbal communication skills.
- Strong communication and interpersonal skills, with the ability to build and maintain relationships with industry contacts and sources.
- Strong organizational skills and attention to detail.
- Excellent time management and multitasking skills, with the ability to handle multiple projects simultaneously and meet tight deadlines.
- Strong problem-solving skills and the ability to think creatively and strategically to overcome challenges.
- Ability to work well in a team environment and collaborate with various stakeholders, including producers, directors, writers, and crew members.
- Experience with camera equipment and editing software is a plus.
- A positive attitude and a willingness to learn and grow within the organization.
- Must be willing to travel internationally and work long and irregular hours when necessary.
- A passion for storytelling and an interest in investigative journalism.

PRODUCTION MANAGER

Seeking a Passionate Production Manager

We are seeking a highly organized and detail-oriented professional who can manage resources, budgets, and timelines efficiently while maintaining the high-quality standards that define Signal Flare's productions. This role is crucial in overseeing all aspects of production from client communication and management, production management, and production budget management, to compliance with regulations and guidelines, reporting to the Line Producer and/or Producer.

KEY RESPONSIBILITIES

Client Communication and Management

- Manage, supervise, and lead communications with Clients on all aspects of production, such as costings and contracting, across the entire production process, from development, pre-production, and production to post-production, ensuring each stage is managed efficiently and effectively.
- Prepare progress reports and actively update Clients on project status and timelines.
- Manage, foster, and build ongoing professional relationships with Clients.

Production Management

- Develop a clear scope of work based on client briefs.
- Develop, supervise, and manage production schedules.
- Work closely with the Assistant Production Managers and meet regularly with different production heads to align on timelines.
- Supervise and ensure that producers are making progress and production deadlines are being met.
- Anticipate issues that could arise and develop clear plans to overcome project challenges that could potentially affect timelines and production.
- Supervise and manage Production Crews, Vendors, and all Third-Party suppliers.
- Work closely with Producers to identify, negotiate costs, shortlist, and hire production crews, vendors, or any other third-party suppliers both locally and globally.
- Ensure all hiring contracts are duly executed and records are kept diligently.
- Foster good and professional working relationships with all key stakeholders.

Production Budget Management

- Develop and manage clear production budgets and project expenses by actively developing budget plans based on briefs and managing expenses from costing right through to production.
- Work closely with Operations and Project Directors to ensure proper management team reviews, approvals, and sign-offs are obtained.
- Present the scope of work and costs to clients and/or stakeholders (where relevant) for review and approval.
- Work closely with Finance to raise necessary quotes and invoices upon approval.
- Track and keep all production expenses within the approved budget, ensuring project expenses are managed diligently and project expense sheets are updated for every project.

Production Regulations and Guidelines

- Ensure that all production processes adhere to and comply with legal and safety guidelines.
- Negotiate the appropriate rights coverage for stock footage, ensuring proper contracts are in place, legal and/or copyright laws are not breached, and budgets are adhered to.
- Obtain all necessary permits, permissions, or consent for shoot locations
- Source, negotiate, and obtain the appropriate insurance coverage for production shoots, ensuring all aspects of production are adequately insured.
- Develop and manage all necessary Talent and Location release forms, working with Clients as necessary to ensure forms are duly completed.

REQUIREMENTS

- Bachelor's degree in Film Production, Media Studies, or a related field is preferred.
- Proven experience in production management or similar roles within the media or entertainment industry.
- Strong organizational skills and ability to multitask effectively in a fast-paced environment.
- Excellent attention to detail and ability to prioritize tasks.
- Proficiency in using production management software and tools.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with various team members and stakeholders.
- Ability to remain calm under pressure and adapt to changing priorities.
- Knowledge of relevant industry regulations, permits, and safety protocols.
- Familiarity with technical aspects of production equipment and software is a plus.
- Demonstrated problem-solving and troubleshooting skills.
- Excellent time management skills and ability to meet deadlines.
- Strong team player with the ability to work collaboratively and independently.
- Excellent verbal and written communication skills.
- Proficiency in computer skills, including Google Workspace and Microsoft Office Suite.
- Familiarity with production processes, from pre-production to post-production.
- Understanding of budget management and cost tracking.
- Ability to handle confidential and sensitive information with integrity.
- Willingness to work flexible hours, including evenings and weekends, as needed.
- Valid driver's license and the ability to travel if required.
- Knowledge of current industry trends and developments.

ASSISTANT PRODUCTION MANAGER

Seeking a Passionate Assistant Production Manager

We are seeking a dedicated and proactive Assistant Production Manager to join our team. This role is crucial in supporting the efficient and smooth execution of our production projects. The Assistant Production Manager will work closely with the Production Manager and other members of the production team to ensure the successful delivery of projects.

KEY RESPONSIBILITIES

Production Coordination

- Assist in coordinating all aspects of production, including pre-production, production, and post-production phases.
- Collaborate with the Production Manager to create and manage production schedules and timelines, ensuring that deadlines are met.
- Coordinate logistics, such as acquiring necessary permits, securing locations, booking flights, arranging transportation and accommodations for crew and talent.

Budget and Resource Management

- Assist in developing production budgets and contribute to budget management and cost tracking to ensure production stays within allocated budgets.
- Assist in managing and maintaining production equipment and supplies, including rentals and purchases.
- Oversee production crew, ensuring they have the necessary resources and support to perform their duties effectively.

Meeting Coordination and Communication

- Schedule and coordinate meetings, production briefings, and other necessary production-related activities both internally and externally.
- Assist in organizing casting sessions, auditions, and talent negotiations.
- Liaise and manage relationships with vendors, suppliers, and other external stakeholders to ensure smooth operations.

Operations Support

- Assist in managing documentation and paperwork, including contracts, release forms, and production reports.
- Support the Production Manager in troubleshooting and resolving any production-related issues or challenges.
- Ensure compliance with legal and copyright laws, permits, and insurance requirements.
- Provide overall support to the Operations team in day-to-day operations, contributing to the smooth functioning of the media production company.

REQUIREMENTS

- Bachelor's degree in Film Production, Media Studies, or a related field is preferred.
- Proven experience in a production assistant or similar role within the media or entertainment industry.
- Strong organizational skills and ability to multitask effectively in a fast-paced environment.
- Excellent attention to detail and ability to prioritize tasks.
- Proficiency in using production management software and tools.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with various team members and stakeholders.
- Ability to remain calm under pressure and adapt to changing priorities.
- Knowledge of relevant industry regulations, permits, and safety protocols.
- Familiarity with technical aspects of production equipment and software is a plus.
- Demonstrated problem-solving and troubleshooting skills.
- Excellent time management skills and ability to meet deadlines.
- Strong team player with the ability to work collaboratively and independently.
- Excellent verbal and written communication skills.
- Proficiency in computer skills, including Google Workspace and Microsoft Office Suite.
- Familiarity with production processes, from pre-production to post-production.
- Understanding of budget management and cost tracking.
- Ability to handle confidential and sensitive information with integrity.
- Willingness to work flexible hours, including evenings and weekends, as needed.
- Valid driver's license and the ability to travel if required.
- Knowledge of current industry trends and developments.



EDITOR

Seeking a Talented Editor to Help Bring Hidden Stories to the Global Stage

Seeking a talented and experienced Editor to help us create stories that make an impact. As an Editor, you will play a crucial role in shaping the content and message of our productions, ensuring that our stories are compelling, engaging, and impactful. You will work closely with our team of producers, directors, and other creatives to bring our stories to life, from initial story development to final post-production.

KEY RESPONSIBILITIES

Creative Development

- Collaborate with Producers and Directors to shape the vision and story ideas for each project
- Review and edit scripts, provide feedback on story structure, pacing, and character development
- Work with the creative team to develop visual and narrative style for each project
- Help ensure that our stories are compelling, engaging, and impactful, and that they meet our high standards for storytelling and messaging

Post-Production Collaboration

- Edit long-form video documentaries from raw footage to final cut, ensuring continuity, pacing, and storytelling flow
- Collaborate with Post-Production Team to ensure the final product meets our quality standards
- Work with colorists, sound mixers, and other post-production specialists to make sure that the final product is visually stunning and sounds amazing
- Manage multiple projects simultaneously and prioritize tasks effectively to meet tight deadlines
- Keep up with industry knowledge and advances in editing software and technology

Marketing and Distribution Collaboration

- Collaborate with the Marketing and Distribution Team to create promotional materials including trailers, teasers, and other marketing materials to effectively promote our productions.
- Ensure that stories reach a wider audience through strategic partnerships and distribution opportunities
- Monitor audience engagement and feedback to inform future content development

REQUIREMENTS

- At least 5 years of professional experience in film or television editing
- Bachelor's degree in film, video production, journalism, or related field
- Strong storytelling skills, with an ability to shape a story that inspires action
- Experienced in long-form story editing
- Exceptional attention to detail and ability to identify and correct errors in grammar, spelling, and syntax
- Proficient in industry-standard editing software, such as Adobe Premiere Pro or Final Cut Pro
- Familiarity with colour correction, sound mixing, and other post-production processes
- Excellent communication and collaboration skills, with an ability to work effectively with a team of creatives
- Strong organizational skills, with an ability to manage multiple projects simultaneously and effective time management skills
- Passion for storytelling and desire to inspire positive change
- Cultural sensitivity, particularly in regards to the regions in which Signal Flare operates



ASSISTANT EDITOR

Seeking a Detailed Oriented Asst Editor to Help Bring Hidden Stories to the Global Stage

Seeking a highly organized and detail-oriented Assistant Editor to join our dynamic team. As an Asst Editor, you will play a crucial role in shaping the content and message of our productions, ensuring that our stories are compelling, engaging, and impactful. You will work closely with our team of producers, directors, and other creatives to bring our stories to life, from initial story development to final post-production.

KEY RESPONSIBILITIES

- Work with supervising editors and producers on each project and forecast any special needs/requirements during production.
- Collaborate with producers, editors, outside vendors, to acquire necessary assets and materials to meet client deadlines.
- Supervise Media (allocate field drives to producers, coordinate delivery of media from field to post, upload raw media to servers & edit drives, work on archiving & storage, recycling of field drives)
- Perform all editing work including inserting music, sound effects, storyboarding, etc.
- Distribute cuts internally and externally for review.
- Collect and disseminate notes to editors. Assist with the implementation of notes as needed.
- Assemble film sequences from footage ensuring all editing cuts and transitions appear seamless and natural and help the story flow more effectively in the finished product.
- Focus on details, checking on accuracy of language, edits, proactively highlighting any mistakes.
- Proactively working ahead and proactively highlighting to the production team any issues needing to be resolved, or ways to improve workflow.

REQUIREMENTS

- At least 2 years of professional experience in film or television editing
- Bachelor's degree in film, video production, journalism, or related field
- Strong storytelling skills, with an ability to shape a story that inspires action
- Experienced in long-form story editing
- Exceptional attention to detail and ability to identify and correct errors in grammar, spelling, and syntax
- Proficient in industry-standard editing software, such as Adobe Premiere Pro or Final Cut Pro
- Familiarity with colour correction, sound mixing, and other post-production processes
- Excellent communication and collaboration skills, with an ability to work effectively with a team of creatives
- Strong organizational skills, with an ability to manage multiple projects simultaneously and effective time management skills
- Passion for storytelling and desire to inspire positive change
- Cultural sensitivity, particularly in regards to the regions in which Signal Flare operates

PRODUCTION ENGINEER

Seeking an Experienced Production Engineer to Drive Innovation in Media Production

We are seeking an experienced and innovative Production Engineer to join our team in Kuala Lumpur, Malaysia. If you're a tech-savvy, creative thinker with a relentless drive to use cutting-edge technology to fuel positive social change, we invite you to be part of our mission. As a Production Engineer at Signal Flare, you'll play an essential role in shaping the future of media production while working alongside a talented, purpose-driven team. Join us on this exciting adventure where your skills and ideas can make a real difference.

KEY RESPONSIBILITIES

- **Technical Expertise:** Utilise your in-depth knowledge of production equipment, software, and technology to maintain and optimise all production equipment, ensuring its reliability and functionality. This includes media asset management systems, server, Dolby Atmos and Dolby Vision systems, ADR equipment, archive systems including LTO tapes and digital, cameras, lighting, sound equipment, editing systems, and studio facilities.
- **Production Server Management:** Set up and oversee the production server infrastructure, ensuring efficient data storage, backup, and accessibility for the production team. Implement data organisation and keyword tagging systems to streamline content retrieval, archive historical data, and maintain optimal server performance within the system, and with all other entities in the production house.
- **Workflow Optimisation:** Collaborate with the production team to create efficient and effective workflows for all stages of production, from pre-production to post-production, ensuring smooth transitions between each phase.
- **Equipment Management:** Oversee the acquisition, maintenance, and organisation of production equipment, managing inventory, and coordinating repairs or replacements as needed.
- **Quality Control:** Monitor and maintain the quality of audio and visual content, conducting tests and checks to ensure that production standards are met consistently.
- **Technical Support:** Provide technical support to the production team during shoots and post-production, troubleshooting any technical issues that may arise.
- **Safety and Compliance:** Ensure that production activities comply with industry safety standards and regulations, promoting a safe working environment for the team.
- **Innovation Integration:** Stay updated on emerging technologies and trends in media production, and propose innovative solutions to enhance production quality and efficiency.
- **Budget Management:** Assist in managing the budget related to production equipment and technology, seeking cost-effective solutions while maintaining high standards.
- **Documentation:** Maintain detailed records of equipment inventory, maintenance schedules, and technical specifications, ensuring the accurate and organised management of production assets.
- **Collaborative Workflow Enhancement:** Work closely with the production team to streamline collaboration and communication among team members. Implement efficient digital asset management solutions and facilitate seamless file sharing to enhance productivity.

- **Equipment Upgrades:** Stay informed about equipment upgrades and enhancements, evaluating the need for investments in new technology or software to keep our production capabilities on the cutting edge.
- **Training and Development:** Conduct training sessions and workshops for the production team to ensure they are well-versed in the proper use of equipment and software, fostering a culture of continuous learning.
- **Risk Assessment:** Identify potential risks in production processes and develop contingency plans to mitigate any disruptions that may arise during shoots or post-production activities.
- **Resource Coordination:** Collaborate with production coordinators to manage the logistics of equipment transportation, ensuring that all necessary tools and technology are available at shooting locations.

REQUIREMENTS

- Bachelor's or Master's degree in a related field (e.g., Media Production, Electrical Engineering, or equivalent).
- Proven experience of between 5-10 years in a similar role within the media production industry, demonstrating a strong technical skill set.
- Proficiency in media production software and technology, including media asset management systems, servers, cameras, editing software, and sound equipment.
- Strong problem-solving skills and the ability to troubleshoot technical issues effectively.
- Excellent organisational and time management skills to manage equipment and production and technical workflows efficiently.
- Knowledge of safety regulations and best practices in media production.
- Creative and innovative mindset, with the ability to adapt to changing technologies and trends.
- Strong communication skills, with the ability to collaborate effectively with cross-functional teams.
- Possession of relevant certifications in media production technology, such as certifications for specific camera systems or editing software, can be a valuable asset.
- Demonstrated ability to adapt quickly to changes in technology and industry trends, with a track record of implementing new solutions effectively.
- Familiarity with project management methodologies and tools, which can help in coordinating equipment and technology resources effectively.
- Experience in managing relationships with equipment suppliers and vendors to negotiate favourable terms and ensure timely delivery and maintenance services.
- Demonstrated ability to influence and collaborate effectively with cross-functional teams, promoting the adoption of best practices and ensuring seamless integration of technology into the production process.
- Proficiency in data analysis tools and methodologies, which can be used to track equipment performance, usage patterns, and resource allocation efficiency.
- In an international company like Signal Flare, multilingual proficiency, particularly in English and other relevant languages, can be advantageous when dealing with diverse teams, vendors, and clients.
- Experienced in crisis management and the ability to remain calm under pressure, assisting in the swift resolution of technical issues during critical production phases.
- A deep understanding and enthusiasm for the company's mission of driving positive social change through storytelling, demonstrating a commitment to its goals.



HR GENERALIST

Seeking an Experienced HR Generalist to Drive Team Growth

We seek an experienced HR Generalist to work closely with the Management to manage day-to-day HR operations and ensure the HR department's smooth functioning. This includes overseeing the recruitment and selection processes, employee training and development programs, performance management programs, employee relations, and HR policies and procedures.

KEY RESPONSIBILITIES

- Oversee the recruitment and selection processes, including creating job descriptions, conducting interviews, and evaluating candidates to ensure the right talent is hired.
- Implement performance management programs that promote employee growth and development.
- Manage employee relations, including managing and resolving conflicts, addressing employee grievances, and ensuring fair and consistent application of company policies.
- Develop and maintain HR policies and procedures that are compliant with all employment laws and regulations.
- Assist with managing compensation and benefits programs, including analyzing market trends and developing competitive compensation and benefits packages.
- Assist with managing the visa application process for candidates requiring visa sponsorship, including an understanding of Malaysian immigration and visa types.
- Foster a positive company culture that promotes collaboration, innovation, and growth.
- Ensure HR data is accurate, up-to-date, and secure.
- Prepare and manage HR reports.
- Collaborate with other departments to achieve company objectives.
- Ensure adherence to OSHA regulations by developing and maintaining safety policies, conducting regular audits, coordinating safety training, and investigating workplace incidents.

REQUIREMENTS

- Bachelor's degree in human resources, business administration, or a related field.
- 3-5 years of experience in human resources, with experience in recruitment, training and development, employee relations, and HR policies and procedures.
- Experience in headhunting and talent acquisition strategies to proactively identify and recruit top talent.
- Have experience in using LinkedIn Recruiter
- Thorough knowledge of employment laws and regulations.
- Excellent communication, leadership, and interpersonal skills.
- Strong analytical and problem-solving skills.
- Ability to work collaboratively with other departments to achieve company objectives.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Understanding of Malaysian immigration and visa application process is highly advantageous.

APPLY TODAY

Join our team and be a part of our mission to ignite transformation through the power of storytelling. If you have the passion, experience, and skills to succeed as part of our team, we invite you to apply today by submitting your resume to hr@signalflareproductions.com.



SIGNAL FLARE



SIGNAL FLARE

Illuminating Stories that Inspire Change

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