

# Production Manager, Alpha Product Globalisation

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We're seeking a highly organised and proactive Production Manager on contract basis to support the delivery of Alpha's localised products. This role will be responsible for coordinating day-to-day production operations and quality control - ensuring content is delivered on time, and to a high standard.

## About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations, the revitalisation of the churches, and the transformation of societies. The mission is to inspire, train, equip and mobilise churches around the world into more effective evangelism through Alpha and its related ministries. Today, over millions of people around the world have attended Alpha.

To apply, submit your application with full resume, current and expected salary to [asiapacificcareers@alpha.org](mailto:asiapacificcareers@alpha.org)

**Alpha**

## Key Responsibilities

Based in Kuala Lumpur, the Production Manager, Alpha Product Globalisation covers the following:

### Project Support and Delivery

- Support the Senior Production Manager in managing production project workflows and deliverables for review and approval.
- Work closely with the project management team to align on timelines, deliverables and communication with suppliers and stakeholders.
- Coordinate logistics for production and post-production phases

### Translation, Dubbing & Localisation Oversight

- Manage and prepare core product content in preparation for localisation with suppliers.
- Manage the production workflow for the review of translated and dubbed content into multiple languages.
- Support the Senior Production Manager in keeping all suppliers updated on any content updates or revised materials to ensure necessary changes are in place.

### Content Review & Quality Control

- Review voiceover and dubbed audio files for clarity, sync, tone, and technical quality.
- Conduct quality control checks of translated video outputs (e.g., subtitled and dubbed edits) to ensure visual, audio, and brand consistency.
- Review all translations for on-screen texts and motion graphics and oversee the integration of translations into motion graphics, ensuring visual quality remains consistent and are of high quality.
- Thoroughly review all localised content for accuracy against the core product, against the localisation master brief and against any previous feedback provided.
- Tracking and monitoring of all review and feedback – to ensure it is captured accurately for the production team to implement, and to ensure all feedback has been implemented correctly by production teams.
- Flag and resolve issues such as poor sync, incorrect translations, sound quality problems, or visual discrepancies.
- Ensure all final deliverables meet agreed technical specifications and are ready for platform upload and distribution.

### Documentation & Production Log Management

- Maintain clear records of versions and files used for production for all localisation projects.
- Maintain clear documentation of production workflows, file naming protocols, and content archives.
- Meticulously manage the post-production log for all localisation projects.

## Qualifications & Essential Skills

- 3-5 years professional experience in video production, project coordination, or media operations.
- Experience managing post-production workflows including dubbing, subtitling, and audio quality checks.
- Excellent organizational skills and the ability to manage multiple projects simultaneously.
- Strong eye (and ear) for detail when reviewing content and spotting inconsistencies.
- Ability to collaborate across time zones and cultures.
- Confident using Excel for project management and reviewing media using tools like Frame.io or Vimeo Review.

## Desirable Characteristics

- Knowledge of Alpha as an organisation.
- Familiarity with multilingual content delivery or localisation processes.
- Highly dependable with strong attention to detail and a drive for excellence.