

JOB TITLE: Production Co-ordinator	DEPARTMENT: Production
REPORTING TO: Production Manager	LOCATION: London/Studio/Unit Base

OUTLINE OF COMPANY AND DEPARTMENT:

Established in *[date]* by *[Founders]*, *[Company]* has quickly grown to become one of the leading, multi-award winning, high-end drama companies in the UK. Based in *[location]*, with offices in *[location]*, the company is now known for *[productions]*.

The Production department is the centre of communication and planning for our shows. It's one of the first departments to start on a production, and sometimes we stay involved right to the end, through post production and to delivery. We organise everything from people to paperwork, from cameras to catering. We're constantly working with every other department, driven by the creative needs of the production to make sure all the moving parts come together as smoothly and safely as possible, so the ideas in the script come to life. We work to make sure that what gets on screen is the best it can within the budget and the schedule.

JOB OVERVIEW:

The Production Co-Ordinator is the key member of the Production Team who arranges contact between the whole crew and the management team. They provide logistical and coordination support to the production team and ensure the smooth running of the production office when more senior members of staff are unavailable. Production Co-ordinators have a clear understanding of the production process and the changing needs and demands of the team.

KEY RESPONSIBILITIES:

1. Deliver scripts, coordinate and communicate script changes, referring to producer and script editor with any queries
2. Clear copyright: responsible for clearing copyright and ensuring all necessary rights are acquired, with accurate records of all clearances and contracts for the complete delivery of the production.
3. Ensure compliance with regulations, codes of practice, policies and guidelines in order to minimise risk for the Production Company
4. Organise pre-production activities: set up and equip production office, organising equipment, supplies and staff
5. Liaise with departments and support Production Manager to ensure equipment, people and facilities are in place to match schedule requirements
6. Support the Production Manager in identifying appropriate suppliers and location requirements for the production
7. Manage cast and crew: oversee travel and accommodation, work permits and visas for cast and crew

8. Contribute to daily shooting schedules and managing budget of the production, using reliable ways to monitor expenditure against agreed budgets, in line with relevant company frameworks
9. Distribute clear and accurate information with shooting schedules, crew and unit lists
10. Monitor production resources: contribute to effective system to prepare, manage and monitor budgets, where required
11. Maintain safe and healthy working environment, managing health and safety files and certifications in line with company requirements, escalating any issues or areas of concern.
12. Proactively looks for ways to improve efficiencies within production environment, promoting diversity and championing rationale for new ways of working and adopting new production-related technologies.

KNOWLEDGE, SKILLS, TRAINING, EXPERIENCE:

- Demonstrable experience of carrying out a coordinating role within a production team
- Knowledge of delivering elements of productions on time and on budget, organising and controlling production cast, crew and suppliers, where necessary having worked on location
- Good working knowledge of end-to-end multi-platform production with an understanding of technology used on productions
- Essential business and finance skills – able to compile resourcing and progress reports, drawing on information from all relevant departments in line with production requirements
- Good liaising with other departments, acting as first point of contact on the production
- Communication skills to interpret and communicate others' requirements to colleagues, providing up-to-date information on production activities, collaborating with wide range of departments
- Strong organisational and planning skills to plan practical requirements for transport, catering and crew, managing conflicting demands to meet deadlines
- Demonstrates the initiative, drive and energy to get things done in pressurised situations and escalates appropriately when necessary
- Good problem solving skills, contingency planning and resolving issues with locations, so that productions remain on schedule.
- Be proactive and explore new ideas and non-standard ways of working to improve processes.