

JOB DESCRIPTION EXAMPLE – PRODUCTION COORDINATOR

JOB TITLE: Production Coordinator	DEPARTMENT: Production Management
REPORTING TO: Production Manager	LOCATION: London/Studio/Unit Base

JOB PURPOSE:

To 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.

KEY DUTIES AND RESPONSIBILITIES:

- Contribute to the scheduling and budgeting of the production/content in line with relevant company frameworks, guidelines and policies.
- Responsible for supporting the Production Manager in identifying and sourcing appropriate resource and location requirements for the production.
- Ensure compliance with any policies, guidelines, legislative and regulatory requirements, in order to minimise risk for the Production Company.
- Responsible for ensuring all necessary rights are acquired and recorded for the complete delivery of the production/content, escalating any issues at the earliest stage.
- Accountable for resolving any operational and financial issues in line with the role.
- Responsible for contributing to the preparation of, managing, setting and monitoring of production budgets, where required.
- Setting up the production office, organising equipment, supplies and staff.
- Coordinate travel, accommodation, work permits and visas for crew.
- Distribute shooting schedules, crew and unit lists.
- Responsible for liaising and supporting the Production Manager about equipment requirements and starter and leaver activities both in the office and on location.
- Providing administrative support to the production teams, as and when required.
- Maintains a safe and healthy working environment at all times, escalating any issues or areas of concern.
- Proactively looks for ways of improving efficiencies within a production environment, promotes diversity and champions the rationale for new ways of working and/or for adopting new production related technologies.

- Contributing to, and helping to implement, practical actions to reduce environmental impact throughout production

KNOWLEDGE, SKILLS, TRAINING, EXPERIENCE

- Demonstrable experience of carrying out a coordinating role within a production team.
- Knowledge of delivering a range of/elements of productions on time and on budget and coordinating deliverables for productions, where necessary having worked on location, with crews and production teams with a strong knowledge of how productions are managed.
- Good working knowledge of end-to-end multi-platform production with an understanding of the technology used on productions.
- Where required, has the ability to use specialist skills for certain types of output (e.g. live gallery skills, script supervision).
- Able to use and advise on production systems and can adopt new technologies.
- Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of contacts.
- Demonstrates strong organisational and planning skills and manages conflicting demands to meet deadlines.
- Ability to use own initiative with confidence, using judgment to escalate where necessary.
- Able to consider and propose new ways of working to improve existing processes
- Experience of influencing and motivating others to achieve results.
- Essential business and finance skills - able to prepare, manage, set and/or monitor specific production resource plans and budgets and buying/booking resources.