Downloaded from <https://www.velvetjobs.com/job-descriptions/coordinator-production-coordinator>

# Example of Coordinator, Production Coordinator Job Description

Our company is searching for experienced candidates for the position of coordinator, production coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, production coordinator

* Assist with the development of on-air and VO talent schedules and assignments
* Oversee administrative processing, including the group American Express account, talent per diem processing and reimbursement reports
* Assist with guest booking for NBA TV studio guest analysts and celebrity appearances
* Oversee travel and logistics for talent across Turner Sports properties, including NBA, MLB, NCAA, golf and eLeague
* Assist with talent relations projects, such as on-site staffing of Inside the NBA studio productions, sales and promo shoots
* Manage routine PR requests – monthly highlight newsletters, press screener DVD labels & covers, digital banners for PR website
* Clearly communicate anticipated and unanticipated problems to the Dir
* Manage direct communication with vendors regarding Product Development
* Manage PLC calendar
* Hold responsibility for overall product execution for brand once development passed from Design team

## Qualifications for coordinator, production coordinator

* Minimum of 2 years’ experience in the role of Production Coordinator in a related field
* Ability to work with different departments (editorial operations, design, production, digital strategy) and across different imprints
* Must have at least 1-2 years in an animation production environment
* Ability to take direction when needed and also take the initiative where applicable
* Proficient in Microsoft Office, Adobe products
* Must be able to regularly lift up to 20lb