



# Example of Coordinator, Production Job Description

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Our growing company is looking for a coordinator, production. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for coordinator, production

- Troubleshoot with cross-functional partners to obtain status of outstanding deliverables necessary for project kick-off to (Senior) Production Artist
- Assist in managing (Senior) Production Artists' workload and priorities to ensure projects remain on time
- Manage tagging process with producers/vendors
- Social Assets Creation
- Department Wide Duties
- Book edit, audio and vo sessions for producers in and out of house on request and ensure billing is tracked properly
- Collect and track vendor invoices and ensure timely payment
- Setup new domestic and international vendors with NBCU pay terms
- Oversee all financial accruals for quarter close by liaising between project managers, vendors and finance manager
- Music Reporting

## Qualifications for coordinator, production

- Prep Doc Storage Management
- Interest in Project Management as a career course
- Speaks Hindi English
- Follows up with Artist Leads on a daily basis to ensure task deliveries remain on schedule

deliveries

- Responsible for multiple dailies sessions each day, client reviews