



Example of Coordinator, Production Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of coordinator, production. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for coordinator, production

- Review creative briefs and contribute to briefing meetings to ensure details are comprehensive by trouble-shooting and highlighting any issues to ensure delivery runs smoothly
 - Trouble-shoot and use one's own initiative to provide solutions when schedule or plans change due to delays or scope change, with focus on managing risk and expectations
 - Develop relationships with the leading agencies for all creative services including photographers, models, hair, make-up and props
 - Understand fully the market prices and negotiate appropriately when necessary
 - Work with the Creative team to ensure processes and contacts are being managed accordingly
 - Develop knowledge of copyright usage for images and music to be put into practice
 - Classify and maintain archives for all imagery, video footage, music and directory of contacts for the Creative group
 - Manage budgets on assigned projects ensuring all costs are accounted for
 - Ensure visual quality and accuracy of details are paramount throughout with internal and commissioned work through standard checks through the video team and through sub-editors, fashion team
 - Provide key support to image/music archiving and research, accuracy checks, general research and admin
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- Knowledge of Word, Excel, Outlook, familiarity with internet and email
- Proficiency with Excel, Word and Photoshop
- Must be proficient with spreadsheet database applications including Excel, Microsoft Outlook and Word for Windows
- Experience with Adobe creative suite with focus on Photoshop a plus
- Knowledge of HTML and XML/RSS formats a plus
- Experience in customer service, printing and publication