



# Example of Production Coordinator Job Description

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

## Responsibilities for production coordinator

- Coordinate remnant ad space (sales notification, ad order entry and ad production)
- Check invoices for accuracy of production charges and credits
- Maintain communication with sales reps and managers on production issues
- Attends Production Hand Offs
- Oversees Production WIP reports from each vendor
- Responsible for managing and producing in-house and external stills and video shoots from conception to production for web or print
- Ensure contracts, permits and agreements are in place pre-production and filed on completion of project
- Work closely with and provide support to the Production team
- Maintains contact information for all crew in electronic scheduling system
- Compile information for the Network

## Qualifications for production coordinator

- Frequently required use of hands and fingers to write, manipulate telephone and computer keyboard
- Previous experience in entertainment/creative services/production/proofreading preferred
- Must have the ability to communicate effectively and tactfully with all levels of personnel in person & on phone
- Must be able to dedicate time needed to manage heavy workload

