



Example of Production Coordinator Job Description

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Our growing company is hiring for a production coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for production coordinator

- Responsible for proactively maintaining department common areas and participating in creative sessions to appropriately brand these areas
- Submit OT dinner vouchers on behalf of the team
- Deliver mail and coordinate shipping/couriers
- Own / maintain PULSE web team email Distribution Lists
- Attend information / training sessions related to new studio processes
- Setting up craft on all shoots and coordinating additional meals as needed
- Pick up/return equipment for shoots to vendors
- Prep equipment for shoots as needed
- Schedule appointments, conference calls and set itineraries for Producer's external and internal meetings
- Organize Producer calendars, make travel arrangements and process expense reports

Qualifications for production coordinator

- Responds promptly to production and sales needs new developments
- Must have 1-2 years of experience as a production coordinator
- Understanding of technical aspects of studio and location photography and an aptitude for learning new technology
- Confidence to own full projects with a practice of transparency to alert the Production Manager of any issues that may arise
- Minimum of 2-4 years of experience in sweaters production/sourcing
- Basic knowledge of scheduling, budgeting and vender interaction is required