



Example of Production Coordinator Job Description

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Our innovative and growing company is looking to fill the role of production coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for production coordinator

- Assign projects and communicate with Producers to provide updates on project status to On-Air Production Manager and Sr
- General Line Producer/Production Management Support
- Review of production progress with instructors
- Assisting instructors and FMS faculty with obtaining production permits
- Maintain digital libraries, make dubs and upload videos as necessary
- Daily internal communication with customer service and external communication with our overseas factories
- Communicate customer specific packing/shipping requirements to factories when purchase orders are placed
- Review and confirm shipping documents for all brands
- Communicate document confirmation and vessel needs to import/logistics coordinator
- Maintain DVD library for shows and distribute the materials as needed

Qualifications for production coordinator

- Requires an associate's degree or its equivalent or 2+ yrs of work experience
- Familiar with print production materials and processes a plus
- Detail-oriented, independent work style, strong in spelling and grammar, accurate with numbers
- PC & Mac proficient

- Experience with pre-flight and final file preparation for manufacturing vendors