

# **PRODUCTION COORDINATOR**

## **Job Type: Full-Time Employment**

Summary Overview: A Production Coordinator is a professional who works on TV and movie sets to organize catering and supervise production assistants while also enforcing strict schedules for crew members.

## **Essential Functions:**

- Ensuring quality assurance and the production team meets scheduled goals
- Informing cast members about call times and any schedule changes
- Maintaining the production budget
- Organizing catering for shoots

## **Education:**

Work experience as a Production Coordinator or similar role

## **Day-to-Day Responsibilities:**

- Set up and run the production office
- Supervise production assistants
- Manage all communication systems, including phones and emails
- Manage schedules, including sending daily and weekly schedules and communicating schedule changes
- Communicate the schedule to the crew
- Coordinate transportation needs

## **Skills:**

- Excellent time management skills
- Ability to multitask
- Prior experience in the film industry
- Strong communication skills
- Flexible work hours
- Experience with administrative tasks
- Relevant training and/or certifications as a Production Coordinator