

PRODUCTION CO-ORDINATOR

Salary: Competitive, dependent on experience – Starting salary of 25K-30K per annum with the opportunity to progress.

Contract terms: Full-time, permanent

Location: Liverpool Innovation Park, Edge Lane, Liverpool

Benefits: 23 days holiday plus bank holidays, Pension Contribution, Company Bonus.

The Role:

We are looking for a talented Production Coordinator to support our Video, Animation, Design and Photography teams. We are looking for someone who is highly organised and capable of producing video and photo shoots taking responsibility for our busy production and post-production calendar.

You will manage all stakeholders, ensuring all elements of production processes are delivered on time. You will be involved in diverse projects across creative and production service areas working with high profile brands and clients.

Responsibilities:

- Pre-production and Production management
- Assist with talent management including casting, maintaining communication with applicants, shortlisted people and booking final participants/ models.
- Location sourcing, liaison and booking
- Responsible for booking in photographers, DOP's, studios, make up and hair stylists
- Budget management
- Management of shoot health and safety and risk assessments
- Manage safety and privacy / provide NDA documents
- Generation of call sheets and running schedules.
- Production of video and photography shoots producing and managing shoot schedules working alongside Producers and Directors. Ensuring everyone and everything is where they/it needs to be at allocated times, proposing solutions where appropriate.
- Manage all moving parts of a shoot day. For example: ensuring equipment is ordered, food is ordered, and rushes are copied.
- Oversee calendar for asset production, ensuring deadlines can be met
- Make sure equipment booked is taken care of and returned on time
- Post-production talent management

Experience and skills

Essential

- Ability to demonstrate delivery of a wide portfolio of productions within the creative sector
- Highly organised with a flawless attention to detail
- Excellent communicator
- Confident working with stakeholders across various teams
- Excellent working knowledge of video and animation productions
- A strong passion for all things video, animation and all things digital, with an appreciation for how it drives ROI
- 5 years + work experience in production or agency organisational role
- Experience managing creative resources
- Experience supporting national B2B and B2C brands
- Strong growth mindset, eager to learn new skills
- Self-motivated with the ability to work efficiently from home
- 5 years + work experience in production organisational role

Desirable

- Experience working in the sports sector
- Experience working in fashion sector
- Experience working in tourism sector
- A degree in a relevant field

Application deadline:

Friday 22nd January

Start date: early 2021

Application process:

Please send your CV and covering letter (no more than one page) to jobs@zutmedia.com with the position title in the subject of your email.
