

Charisma Group

Job Description

JOB OVERVIEW

JOB TITLE Production Coordinator

JOB PURPOSE

Ensuring that workflow from one department to the next is as seamless as possible as well as responding to issues as they arise. Problem solving with the production manager and department heads with smooth running of the production. Aiding in tracking progress of production to show scheduled, in progress and completed work across all departments.

DUTIES & RESPONSIBILITIES

- Provide administration assistance to Editorial Team and Production Managers when needed.
- Attend daily editorial meetings to assist Senior Content Producer in organization of Running Order and scheduling daily tasks.
- Monitor and manage production schedules for timely delivery.
- Communicate production status to management on regular basis.
- Perform general clerical duties to support directors, producers, and production managers.
- Manage calendars and maintain production schedules.
- Provide telephone coverage; take messages and direct calls.
- Plan and coordinate delivery of events and important material with the Archive department and offices in other countries according to the Running Order put forth by the Editorial Team.
- Supervise production assistants and direct their daily activities.
- Collaborate with editorial team and Production Manager to ensure scripts of the episode and reports are delivered and recorded for the daily episode.
- Work with all departments that contribute to the production
- Follow up on daily deliverables for Broadcasters
- Fill and Submit Cost Sheets for all the shows.

QUALIFICATIONS

- Bachelor's or master's degree in Film, Communications, Advertising, or related field
- Minimum 2 years' experience in TV Production

KNOWLEDGE & EXPERIENCE

- Familiarity with all aspects of production to facilitate effective communication
- Talent for anticipating needs
- Professional judgment for handling confidential information
- Excellent written and spoken verbal communications; professional telephone etiquette
- Adept at general administrative tasks such as data entry, and word processing

SKILLS & ABILITIES

- Superb organizational and time management skills
- Ability to Excel in Excel
- Ability to work under pressure
- Ability to complete multiple tasks in a fast-moving environment
- Capable of meeting deadlines and working with daily time constraints
- Efficient in solving issues on the spot.