



Production Coordinator  
Full time position

Reporting to either a producer a production coordinator organizes the various crew needed to make a production happen.

### **Duties and Responsibilities-**

The production coordinator delegates tasks to a team of production assistants (PAs) to keep the production running smoothly. Coordinates the logistics of the production including renting equipment, hiring crew and talent, as well as handling paperwork such as release forms and nondisclosures. Working primarily from a production office, the production coordinator drafts up paperwork, keeps track of the dailies, and books accommodations for the crew (to name a few).

**Co-ordinate the Crew:** As the production coordinator you will take care of the call sheets, schedule, travel, equipment, accommodations etc. The role of production coordinator will vary on each job.

**Run the Production Office:** The production coordinator should be the first person in the office and the last person to leave at night. At the beginning of pre-production the production coordinator should set up the office, order supplies and make sure that everything needed for the production is available. The production coordinator rarely leaves the office unless asked by the production manager to go to set. You need to make sure that the office is running smoothly and efficiently. The more organized and efficient the production office is, the smoother things should run on set.

**Paperwork:** The production coordinator may be responsible for call sheets, schedules, production reports, work permits, visas, cast and crew lists and insurance paperwork. There really is no end to the paperwork that the production coordinator has to deal with. This is where the organizational skills come in handy, keep binders and folders of all paperwork that you do, make sure that you can find documents easily and keep a paper trail of everything you do in case anything should go wrong. The production coordinator has to distribute all kinds of paperwork to the cast and crew such as script revisions, schedule updates and call sheets.

**Equipment:** The production coordinator is responsible for equipment, they have to order it and get it to set. A lot of the times the production manager will deal with large equipment orders but as the production coordinator you may have to order specialty equipment that is required on certain days. You have to make sure that a PA picks it up and gets it to set as well.



**Accommodations:** There may be times when the crew is out of town and they will need to be put up at a hotel, the production coordinator is responsible for organizing and booking these accommodations. Sometimes it may just be the talent that needs a hotel and sometimes it is the entire cast and crew. Be loyal to certain hotel chain to help with group rates and always try to get the best deal, whenever you can save on the budget the more the production manager will love you. Try not to put your crew up in a disgusting hotel, you want them to like you too.

**Travel:** The production coordinator is responsible for coordinating travel on a production. You will need to coordinate crew shuttles, cast pick ups and vehicle rentals. Be prepared to deal with a lot or a little on the transportation front as it will change from job to job. Always try to get a deal when renting vehicles.

**Wrap Out:** When it comes time to wrap out a production, the production coordinator works with the production manager to tie everything up nicely and leave no loose ends. Accounts may need to be closed, equipment returned, paperwork completed and essentially anything that needs to be done to wrap the production up neatly. Make sure that all of your paperwork is complete and accessible for anyone that may need to access it. If you are wrapping a season of a series and there is potential for another make sure to leave things in a way that will make it easy for the next season and in case you are not coming back make sure the new production coordinator can pick up right where you left off with ease.

Being a production coordinator is a lot of work but it can be a lot of fun, you get to be involved in many aspects of the production. It is a great position for learning the ins and outs of production. Be sure to appreciate everyone that works with and for you, the best way to get hired again is to do the best job you can and be likable along the way. Be organized and efficient and always follow up with people, never assume that someone has it taken care of, cover your own ass as well as theirs. Stay focused and you will get the job done and as with anything try to enjoy the work you are doing, as stressful as it can get at times it should be enjoyable too.

### **Skills-**

**Organization/Multitasking:** This is probably the number one skill that you have to possess if you want to be a production coordinator. You are the right hand to the production manager and have to be ready and willing to balance a multitude of jobs at the same time. If you don't enjoy paperwork and working in an office then production coordinator is not the job for you.

**Strong Computer Skills:** As a production coordinator, most of your day will be spent working on a computer. You need to be comfortable trouble shooting computer issues and you need to be able to make your way around programs like Word and Excel with ease.

**Strong Scheduling Skills:** During a production, the production coordinator is responsible for schedule upkeep. You need to be very comfortable with scheduling software and have a strong understanding of how the schedule works. Schedules can be very different from one production to the next so be sure to have a firm grasp on why decisions are made and how they help the production.

**Team Leading:** As the production coordinator you report to the production manager but you are responsible for the production assistants and junior or assistant production coordinators. You have to delegate and make sure that your team is working effectively, I find it is always best to lead with a firm but kind attitude. No one wants to help someone who is treating them like crap or bossing them around because it makes them feel important. Your team is only as good as you are.

**Communication:** This one goes with team leading, as the production coordinator you are the point of contact for the crew and you need to make sure that you are communicating with all of the appropriate people and getting the right messages to the right people. Be clear with instructions and emails and make sure that you are understood, don't just assume that people have received your emails or calls, follow up with people.

Requirements:

- 1-3 years experience in production, project management or planning
- Ability to communicate in English and Arabic
- Flexibility with working hours