

Production coordinator: job description

Key role

To provide the production control of all the components in multi-media projects. This involves working closely with project managers, the preparation and maintenance of specific control documentation such as assets lists, maintaining quality of all assets produced and reporting on production progress as required.

Key tasks and responsibilities

Project set-up

Assist project manager with the planning and preparation of projects – produce project documentation as required (e.g. flow charts); attend project meetings; liaise with clients and writers; obtain and record information.

Controlling production components

- Prepare and maintain assets lists for projects – extract necessary information from scripts; compile in agreed layout; provide and include file naming conventions.
- Obtain and record specifications for all assets – sizes and format of graphics, sound files, videos, illustrations.
- Liaise with subcontractors – obtain quotes and timescales; book studios; prepare documentation and brief; answer queries; progress chase.
- Arrange in-house work – prepare documentation and brief graphic designers, software and HTML programmers; answer queries; progress chase.
- Check quality of all assets received from both internal and external sources – graphics, audio, photos, illustrations, video. Arrange necessary corrections/ reproduction; liaise with project manager/ writer/ client where necessary.
- Prepare material received – size photos and combine into graphics; edit and name audio files;
- Create graphics as required – take account of context and tools (question player etc.) and use appropriate software.
- Build objects such as question player sets, storyboarders, slideshows, other – use appropriate software; check completed work for accuracy; obtain sign-off from project manager.
- Store and retrieve assets – ensure files are correctly named; place files in correct location; update and move files as necessary; direct users (project team) to appropriate material or files.
- Assist with the directing of audio recordings, video and photo shoots as necessary. Attend sessions; provide scripts; advise on style and quality.
- Provide information as requested.

Benefits

- a stakeholder pension scheme
- a contributory group personal pension plan scheme, subject to eligibility
- an annual bonus scheme, payable subject to company achieving profit targets
- membership of the Tribal SAYE scheme, new staff eligible to join at the scheme's renewal date in 2003
- 26 days holiday each year
- permanent health insurance (on completion of probationary period)
- life assurance cover (on completion of probationary period).

Our probationary period is six months.

CTAD is committed to achieving a high standard of equal opportunities in all its employment and delivery practices.