Production Coordinator | Dog Ears

Requirements

- The ideal candidate would have at least 1-year experience in a similar role
- Software requirements: Microsoft Word and Excel, Gmail and knowledge of production tracking databases, preferably Shotgun
- Ability to multitask in a fast-paced production environment
- Ability to work with partner studios
- Strong attention to detail and outstanding organizational skills
- Excellent verbal and written communication skills and enjoys working in a team environment.

Responsibilities

- Coordinates shipping of materials to partner studios and ensures that the work is labeled and filed properly
- Populate Assets and Data in Shotgun
- Work with the Production Manager to ensure procedures are followed to ensure workflow from Directors to Supervisors to Artists on the production is as seamless as possible
- Communicates effectively with artists regarding deadlines
- Maintains daily output information of all departments
- Facilitate communication with partner studios by answering questions and coordinating the delivery of materials in a timely manner
- Perform daily check-ins with members of production, artists and Supervisors to determine the status of work
- Anticipates potential issues and elevates information to the Production Manager
- Respond to all production-related communications in a timely manner as well as gather and distribute production materials
- Coordinate archiving activities.
- Lead sustainability initiatives and coordinate the production's BAFTA albert certification process.

To apply

Please send your CV & Cover letter to: Jobs@cheersdogears.com with "Production Coordinator" as your subject.