

<b>Job title</b>	<b>Production Coordinator</b>		
<b>Job family</b>	<b>Production Management</b>	<b>Band</b>	<b>C</b>

<b>Job purpose</b>
The Production Coordinator provides logistical coordination to the production team on one or more productions and/or a portfolio of content.

<b>Key responsibilities and accountabilities</b>
<p>Contributes to the scheduling and budgeting of the production/content in line with divisional requirements and relevant BBC frameworks, guidelines and policies.</p> <p>Responsible for assisting the Production Manager (or equivalent) in identifying and sourcing appropriate resource and location requirements for the production at the earliest possible stage.</p> <p>Ensures compliance with BBC policies, guidelines, legislative and regulatory requirements, in order to minimise the BBC’s exposure to risk.</p> <p>Responsible for ensuring all necessary rights are acquired and recorded for the complete delivery of the production/content, escalating any issues at the earliest stage.</p> <p>Ensures the production/content delivers demonstrable value for money through effective and efficient coordination of people and resources. This may involve supporting JPM/PM on liaising with external providers, and having delegated responsibility for cost decisions within their budgetary remit as agreed with PM.</p> <p>Applies specialist skills to productions, e.g. live gallery skills and script supervision, where appropriate.</p> <p>Responsible for preparing (or contributing to the preparation of), managing, setting and monitoring of production budgets (or elements of), and for forecasting and reporting, where required. May also assess the financial viability of content ideas that may arise during productions.</p> <p>Adhere to the processes for fully and accurately capturing and managing metadata in line with BBC guidelines and policies, and ensuring Archives have the necessary information to manage media assets.</p> <p>Supports in identifying the training needs of less experienced colleagues on the production.</p> <p>Maintains a safe and healthy working environment at all times, escalating any issues or areas of concern.</p> <p>Proactively looks for ways of improving efficiencies within a production environment, promotes diversity and advocates for new ways of working and/or for adopting new production related technologies.</p> <p>Supports other internal departments with the implementation of their strategies (e.g. HR, Workplace, Procurement, Finance, etc.)</p> <p>Responsible for liaising with and assisting the Production Manager and Asset Management teams about asset requirements and joiner, mover and leaver activities both in the office and on location.</p>

Providing administrative support to the production teams, as and when required, depending on team structures.

Contributing to, and helping to implement, practical actions to reduce environmental impact throughout production.

### Knowledge, skills, training and experience

#### Essential

- Demonstrates interest in the BBC and the wider industry.
- Demonstrable experience of carrying out a logistical coordinating role within a production team.
- Knowledge of delivering a range of/elements of productions on time and on budget and coordinating deliverables for productions, where necessary having worked on location, with crews and production teams with a strong knowledge of how productions are managed.
- Good working knowledge of end-to-end multi-platform production with an understanding of the technology used on productions.
- Where required, has the ability to use specialist skills for certain types of output (e.g. live gallery skills, script supervision).
- Able to use and advise on production systems and can adopt new technologies.
- Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of contacts.
- Demonstrates strong organisational and planning skills and manages conflicting demands to meet deadlines.
- Ability to use own initiative with assurance using judgment to escalate where necessary.
- Able to consider and propose new ways of working to improve existing processes.
- Experience of influencing and motivating others to reach desired outcomes.
- Necessary business and finance skills to prepare, manage, set and/or monitor specific production resource plans and budgets and buying/booking resources.

### Job impact

#### *Decision making*

- Post holder has delegated decision-making authority (from the Production Manager or equivalent) regarding the smooth day-to-day running of their production, working within BBC guidelines and frameworks.

#### *Scope*

- Post holder reports to a Production Manager (or equivalent) and is responsible for the coordination of a production. May also take on some level of responsibility in running a production where appropriate.
- Expected to build and maintain a wide range of internal contacts from across the BBC.
- Typical external relationships will be with resource providers, contributors, artists and their agents, freelancers and public officials (e.g. local authorities).

<b>Other information</b>	
<b>For Reward team use only</b>	
Job Code	
Definition:	Content

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*