

Job title	Production Coordinator		
Job family	Production Management	Proposed band	B

Job purpose

The Production Coordinator provides logistical and coordination support to the production team on one or more productions and/or a portfolio of content.

- Key responsibilities and accountabilities**
- Contributes to the scheduling and smooth running of the production/content in line with divisional requirements and relevant BBC frameworks, guidelines and policies.
 - Responsible for supporting the Production Manager (or equivalent) in identifying and sourcing appropriate resource and location requirements for the production at the earliest possible stage.
 - Ensures compliance with BBC policies, guidelines, legislative and regulatory requirements, in order to minimise the BBC’s exposure to risk. Escalates unresolved issues promptly.
 - Ensures that any rights issues are and recorded, escalating any issues at the earliest stage.
 - Accountable for resolving any operational and financial issues commensurate with the role.
 - Ensures effective and efficient management of resources.
 - Applies specialist skills to productions, eg live gallery skills and script supervision, where appropriate.
 - Monitors spend against budget, contributes to budget management and budget setting processes.
 - 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.
 - Maintains a safe and healthy working environment at all times, escalating any issues or areas of concern.
 - Proactively looks for ways of improving efficiencies within a production environment, promotes diversity and champions the rationale for new ways of working and/or for adopting new production related technologies.
 - Supports other internal departments with the implementation of their strategies (e.g. HR, Workplace, Procurement, Finance, etc)
 - Responsible for liaising and supporting the Production Manager and Asset Management teams about asset requirements and joiner, mover and leaver activities both in the office and on location.
 - 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 coordinating role within a production team.
- Experience of delivering a range of/elements of productions on time and on budget and coordinating deliverables for productions.
- Good working knowledge of end-to-end multi-platform production with a level of technical awareness.
- 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 confidence, 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 achieve results.
- Essential business and finance skills - able to prepare, manage and/or monitor specific production resource plans and budgets.

Job impact

Decision making

- Post holders at this level have 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 holders at this level report to a Production Manager (or equivalent) and are responsible for the coordination of a production.
- They are 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).

--

Other information	
For Reward team use only	
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.

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	Content
Reports to (title)	Simon Nelson
Location base	London

Organisation structure	
<p>BBC Writersroom’s driving principle is to expand the range and reach of the BBC’s Drama, Comedy and Children’s output; we particularly champion new writing talent and diversity.</p> <p>BBC Writersroom works across radio, television, and online platforms, for all networks. Together with our cultural partners inside and outside the BBC, we set up and implement development projects for new and experienced writers, BBC Commissioning, and production departments - including BBC Studios, in-house and Indies - across the UK.</p>	

Additional job specific responsibilities and accountabilities
<p>This dynamic and rewarding role, at the heart of the BBC Writersroom team, will provide mainly financial, administrative and organisational support to team members and projects across the UK.</p> <p>Working to the department’s Production Manager, this role would be suitable for someone with excellent financial, logistical and administrative qualities, but who also has a keen interest in broadcast drama and/or comedy.</p> <p><u>KEY RESPONSIBILITIES:</u></p> <p>ADMINISTRATION AND FINANCE</p> <p>Managing and processing financial information including:</p> <ul style="list-style-type: none"> • Working with the Production Manager to prepare, monitor and submit budgets, and liaising with BBC Finance and the Writersroom team; • Raising writer/contributor requisitions, sales orders, purchase orders and freelance contracts; • Setting up new suppliers, customers, freelancers and contributors on BBC systems. <p>Providing administrative and logistical support to the Writersroom team as required, including:</p> <ul style="list-style-type: none"> • Managing the diary of the Head of BBC Writersroom; • Booking transport and accommodation as appropriate; • Acting as an Information Technology Coordinator (ITC) for the Writersroom team

and processing IT requests as required;

- Monitoring and reviewing the departments GDPR policies and requirements;
- Submitting ID pass requests for the team and for freelancers, liaising with the ID Unit;
- Providing general office administration including overseeing office moves as required;
- Overseeing any temporary administration staff as required;
- Acting as a principal point of contact for agents and writers.

EVENTS, RESIDENTIALS AND WORKSHOPS

Working closely with Writersroom staff across the UK to share the organisation of:

- National Events such as the Scotland or Wales Writers' Festivals - including booking venues/speakers, arranging travel and catering, completing risk assessments, tracking online applications and ensuring the smooth running of these key events;
- General events such as the annual Television Writers' Festival;
- Other workshops, talks and writers' residential retreats.

TALENT SEARCHES

You may, at times, be required to work with Writersroom staff throughout the UK to assist with the management of talent searches including:

- Scheduling the reading process, and related interviews, meetings and events;
- Monitoring submissions via the Writersroom e-submissions system;
- Providing phone advice and answering queries from writers;
- Co-ordinating a team of freelance readers and collating script reports;
- Updating writers on their progress and providing feedback to writers where appropriate in a sensitive and constructive manner;
- Drafting terms & conditions and liaising with BBC Legal, Editorial Policy and other departments and external partners;
- Collaborating with development staff in other BBC departments, BBC Studios, and Indies regarding promising writers;

GENERAL

Creating and maintaining a database of writers and contact lists for new writing organisations and key contacts across the country, as well as a monthly 'What's On' round-up of new writing events and productions.

Building positive working relationships with writers and staff in other BBC departments (e.g. CBBC, CBeebies, Radio Drama, etc.) and BBC Studios (TV Drama and TV and Radio Comedy) as well as key Independent Production Companies.

Where possible, providing ad-hoc production support for Writersroom productions

such *The Break* (series of iPlayer short dramas), the Radio 3 monologues and micro-shorts for social media.

REQUIRED KNOWLEDGE, EXPERIENCE & SKILLS

Essential

- Demonstrable organisational and financial skills, juggling a wide variety of different responsibilities and projects;
- Excellent IT skills including Outlook, Word, Excel and Powerpoint;
- Experience of providing similar support in an environment of comparable complexity;
- A demonstrable interest in, and wide knowledge of, Drama and/or Comedy output across all media, particularly in the area of youth and BAME talent.

Desirable

- Knowledge and experience of using the BBC financial systems (SAP) – particularly for paying suppliers, freelancers and contributors;
- Experience of event management;
- Knowledge of the BBC and its policy and procedures;
- An understanding of the wider industry, including theatre, and especially new writers.

Approval	
Manager	
HR Business Partner	
Date	