

Job description

Position: Production Co-Ordinator / *Combordaitheoir Léirithe*

Reports to: Operations Manager / *Bainisteoir Oibriúcháin*

Purpose of the Position / Aidhmeanna:

The duties of this position include, but are not limited to, the below:

I measc na ndualgaisí, beidh:

- ⇒ Plan as far ahead as possible for upcoming productions. *Pleanáil chomb fada chun cinn agus is féidir.*
- ⇒ Liaise with Producers to complete production process ahead of each production. *Dul i gcomhairle le léiritheoirí chun an próiseas léirithe a thabhairt chun críche roimh gach clár.*
- ⇒ Actively seek more efficient and innovative ways of working so that we can deliver added value within the constraints of tight budgets. *Súil gníombach a choimeád ar bhealaí chun luach maith a shaothrú as buiséadaí ísle.*
- ⇒ Maintain clear communication with the Operations Manager and the rest of the production team, keeping them up to date on production issues and any other relevant information. *Teagmháil reatha shoiléir a chothú leis an mBainisteoir Oibriúcháin.*
- ⇒ Responsible for all OB logistics including creating and sending out call sheets, Covid questionnaires, booking caterers, accommodation and send on accreditation where necessary. *Freagracht as cúrsaí lóistíochta uile do gach beochraoladh, ina measc páipéarachas Covid-19, taisteal agus cothabháil, maraon le creidiúnaithe de réir mar is gá.*
- ⇒ Organise and pack production boxes for each OB and go through with Producer. *Na boscaí léiriúcháin a eagrú agus a ullmhú.*
- ⇒ Give commitment to develop your knowledge and skillset in order to keep up to date with Nemeton's business needs. *Do chuid scileanna a fhorbairt go leanúnach chun fanaúint i dtiúin le riachtanais gnó an chomhlachta.*
- ⇒ Handle all incoming queries and requests for Nemeton productions through info emails or phone. *Freagrach as glaonna agus teachtaireachtaí isteach is amach.*
- ⇒ Sharing ideas of where improvements can be made. *Do chuid smaointe a roinnt maidir le feabhsúcháin gurb fhéidir a dhéanamh.*
- ⇒ Déanfaidh tú do dhícheall an teanga agus cultúr an chomhlachta a chur chun cinn agus glacfaidh tú páirt i gcur chun cinn phlean teanga an chomhlachta.
- ⇒ Adherence to Nemeton TV's core values. *Cloífidh tú le luachanna an chomhlachta.*
- ⇒ You must adhere to Nemeton TV's policies and procedures including but not limited to Health and Safety, GDPR guidelines and Time and Attendance policies. All of Nemeton TV's policies and procedures can be found in our Employee Handbook. *Cloífidh tú le polasaithe agus gnásanna an chomhlachta chomb fada is a bhaineann sé le Sláinte agus Sábháilteacht, GDPR, Tinreamb. Tá gach eolas orthu seo le fáil i Lámhleabhar an Chomhlachta.*
- ⇒ You will be required to carry out other duties as assigned by the Operations Manager. *Leagfaidh an Bainisteoir Oibriúcháin do chúraimí amach duit.*

Training will be provided for the successful candidate.

Cuirfear traenáil ar fáil don té a cheapfar.

Experience/Taithí:

- 2 years + experience in a similar role. *Dhá bhliain (ar a laghad) i ról ionann.*

Personal Attributes/Tréithe Pearsanta:

- Excellent communication and interpersonal skills. *Sár-scileanna cumarsáide agus pearsanta.*
- Confident team worker. *A bheith muiníneach sa mbeithéal.*
- Ability to co-ordinate requirements between production, contributors and crew. *Cumas chun combordnú a dhéanamh idir léiriú, rannpháirtithe agus criú.*
- Understanding of various needs and responsibilities, including health and safety. *Tuiscint ar riachtanais éagsúla, sláinte agus sábháilteacht ina measc.*

Other requirements/Riachtanais eile:

- Gaeilge mhaith labhartha agus scríofa. *Fluency in Irish.*
- A keen interest in sport would be an advantage. *Ba bhuntáiste é suim mhór i gcúrsaí spóirt.*

Key Interactions:

Operations Manager

How to apply:

Please email your CV to hr@nemeton.ie by 21st January 2022.