

## Job Description

**Position:** Production Co-Ordinator (fixed term contract)

**Reports to:** Operations Manager

### REQUIREMENTS

- **Excellent communication and interpersonal skills**, negotiating location relationships and crew agreements.
- **Co-ordination between production, contributors and crew**; providing scheduling and call sheets.
- **Organising** catering solutions, gear hire, data wrangling, per diems, petty cash, travel and accommodation.
- **Understanding of various department needs and responsibilities**, including health and safety.

### DUTIES

- General reception duties and admin.
- Assisting as required in all content and media being devised, created or distributed.
- Learning how to and operate broadcast equipment as required.
- Ingesting camera cards and archive footage.
- Sourcing archive and music when required and obtaining the necessary clearances.
- Preparing production boxes and labelling match discs.
- Pre- and post-production paperwork.
- Maintaining and updating documents in the shared and Google drives.
- Assisting with research and booking of accommodation and travel.
- Performing the following roles on OBs - AFM and GFX AP.
- Driving - for example, running errands and driving crew to OBs on match days.
- Sharing ideas of where improvements can be made.
- You must adhere to Nemeton TV's policies and procedures.
- You will secure your best efforts to extend your knowledge of the Gaelic language.
- You will be required to carry out other duties as assigned by the Operations Manager.

### DESIRABLE

- Experience in a similar role
- Full clean UK Driving Licence
- Interest in sport

### HOW TO APPLY

Please e-mail your CV to [hr@nemeton.ie](mailto:hr@nemeton.ie)