

Job description

Position: Production Co-Ordinator

Reports to: Operations Manager

Duties:

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

- General reception duties; answering the telephone, greeting and welcoming guests to the office
- Assist in outside broadcasts, web content creation, programme co-ordination, post-production editing, all aspects of promo creation, researching, presenting, directing, developing and producing as required in all content and media being devised, created or distributed by the company
- Assist with Gaelic content and translations
- Learn how to and operate broadcast equipment as required in both camera and edit operations
- Ingesting camera cards and archive footage
- Sourcing archive and music when required and obtaining the necessary clearances
- Preparing production boxes and labelling match discs
- Creating and distributing production paperwork
- Completing post-production paperwork (Silvermouse/similar)
- Maintaining and updating documents in the shared and google drives
- Assist with research and booking of accommodation and travel
- Assisting Operations Manager and Senior Production Co-ordinator with any tasks
- Driving - for example, running errands and driving crew to OBs on match days
- 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
- Sharing ideas of where improvements can be made
- You will secure your best efforts to extend and develop your knowledge of the Gaelic language and culture, including an active involvement in the company's Gaelic Language Plan.
- Adherence to Nemeton TV's core values
- You will be required to carry out other duties as assigned by the Operations Manager

Qualifications:

A degree in Media, TV, Film or similar work experience.

Experience:

- 6 months + experience in a similar role

Personal Attributes:

- 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

Other requirements:

- Full clean UK Driving Licence - essential
- Interest in sport - essential
- Gaelic language skills - desirable
- Prior production experience - desirable

Key Interactions:

Operations Manager