

# CDL.TV

## Job Description: Production Co-ordinator

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This position works with all levels of Production Management and crew in order to merge creative and production goals to complete projects on time and on budget. This position will report to the Art Director & Management Heads.

### Desired Candidate Profile

- 1 year minimum of professional production experience
- Understanding of 3D animation processes
- Strong Management Skills
- Evidence of being a leader or role model at a team level
- Demonstrated Success engaging in Problem Solving Techniques
- Strong Oral Communication Skills
- Strong communication and analytical skills.

### Needs to be

- Must be skilled at quick analysis, problem solving and decision making in order to meet ongoing daily/weekly challenges with solutions, as well as the capacity to see longer term strategic goals in terms of resourcing and the demands of upcoming projects.
- Proven track record in project management
- Capable of organising and co-ordinating people, with enthusiasm and clarity
- Calm, organised and methodical in their approach to the work

### Key Purpose of the Job

- Maintain production data in the studio's production database to reflect scheduled, in-progress, and completed departmental work.
- Ensure proper preparation for all meetings and reviews.
- Displays leadership and helps maintain a positive team environment.

### Needs to do

- Forward planning to identify potential opportunities for new work to come into the business and potential allocation of crew
  - Working closely with HR and Heads of Department to identify recruitment needs
  - Analyzing data and pulling relevant reports, which help inform decisions within the business and give visibility of the Schedule in a meaningful way.
  - Motivate crew members effectively. Identify and resolve personnel issues as they arise.
  - Help maintain central production schedule/tracking documents in partnership with Production Accountant.
  - Track, document and report on major creative changes resulting in budget/schedule overages.
  - In conjunction with the Production Manager, help provide guidance and support to CG department leads.
  - Facilitate inter-department and inter-lead communication.
  - Use interpersonal skills to resolve conflict, promote a collaborative production environment, and foster an atmosphere of cooperation and communication.
  - Attend creative review and approval sessions and provide leadership as needed.
  - Suggest production solutions that will allow for needed creative changes to be made.
  - Be available during critical production times
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