

StudioNow Production Coordinator

Start Date: October 22, 2018

Location: Onsite at Client's headquarters in Palo Alto, CA

Reports to: StudioNow Team Lead in Palo Alto, CA

Job Type: Full Time

Classification: Exempt

Job Description:

The Production Coordinator will support our team of media and event producers by actively coordinating the timely scheduling, production and completion of premium, custom media projects and corporate events. Serving as the go-to support resource for our production team, this position will participate in a variety of activities related to production with the primary goals being to ensure (1) the best possible client experience, (2) the timely completion of projects, (3) effective management of budgets and (4) customer satisfaction. (Other specific partner and project responsibilities will be determined on a case-by-case basis by supervisor.)

Responsibilities include, but may not be limited to:

- Actively interact with customers regarding their production needs with the goal of fully understanding their creative vision for the project and the relevant scope of work (crew, equipment, timeline, budget, etc.) required to achieve that vision.
- Understand and predict production scope so as to properly align concepts, ideas, and programs with expected or required budget parameters. Understanding should extend to all aspects and executions of production -- including scripting, casting, art direction, talent direction, location scouting, wardrobe, hair & makeup, on-location or in-studio production.
- Support a staff of producers and team leads by coordinating and organizing production crew staffing, equipment, vendors, travel and crew accommodations, and equipment purchases and rentals across multiple simultaneous video projects
- Develop and maintain production schedules, call sheets, and project requirements across all media and event projects, ensuring operations run efficiently, follow established project parameters, stay on schedule, and meet budget needs
- Inform and collaborate on production and event planning and execution, including run of show, shot-lists and equipment recommendations
- Provide logistics and scheduling details for each project, in addition to production administrative duties such as purchase request processing, release and footage acquisition and licensing; perform content research tasks as needed
- Work closely with our team to secure permissions for photo and video content, including appearance releases, location agreements, content releases, stock acquisitions, and to negotiate terms of use.
- Facilitate communication and cooperation between event and video production, management, vendors, and clients
- Identify the best possible vendors to in our Creative Network to film, direct and produce the projects for our customers.
- Effectively communicate the production parameters and creative brief to potential vendors in the form of an RFP for bids via the StudioNow Production Platform.

Professional Skills & Experience:

- Upbeat and positive attitude with a customer service mentality
- Highly developed organizational skills
- Highly developed project management skills

- Strong written and oral communication skills
- Strong interpersonal skills
- Film and video production and post-production experience including but not limited to lighting, shooting, and editing high quality video content
- Event production experience
- Technical proficiency and knowledge of current production and post-production techniques and technology including lighting, cameras, audio equipment, post-production software (Adobe Creative Suite strongly preferred)
- High degree of proficiency on a computer (PC and Mac)
- Proficiency with IT-related solutions including networking and web-casting preferred but not required
- Solid foundation in the operation and artistic techniques of traditional camerawork

Expected Hours of Work:

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9am-5pm and must work 40 hours each week to maintain full-time status.

Occasional evening and weekend work may be required as job duties demand.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear, stand and sit for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be physically able to travel.

Required Education and Experience:

- Applicants will have a minimum of 3 years experience working in media production and/or post-production.
- Four-year university degree required

To Apply

Send resume and a note explaining why you are right for this job to productioncoordinatorjob@studionow.com