

# job description

**Role: Production Coordinator**

**Department: Film & Video**

**Location: Hartlebury**

**Salary: Negotiable**

## Your reason for being here...

Your purpose at DRPG is to create amazing films that audiences will love, ensuring our productions run like a finely tuned Swiss watch, so that we can crack on with creating the unbelievable.

## The way you roll...

Communication is key, so if you're not a smooth operator, this role ain't for you. You're able to multitask like a boss and your time management skills are impeccable. You have demonstrated your commitment to a career in production management through having previously worked in a similar role or be ready to take the step-up from production secretary. Our philosophy is 'Anything's Possible'. so you need to be on board with delivering things beyond the norm. We promise it's an incredible journey.

## How you make it all possible...

- Arranging all travel, accommodation, permits and visas for shoots
- Crewing productions
- Preparing, updating and distributing call-sheets for shoots
- Creating purchase orders
- Managing the supplier database
- Assisting the Head of Production with any ad-hoc tasks

## What's in your toolbox...

You'll know your stuff. Thanks to at least 1-2 years working in a production or shoot environment (in any industry, made up of in-house roles or freelance positions), you'll have:

- Previous experience as a Production Coordinator in a busy production environment is essential
- Experience using production management resource software
- Confidence using the MS suite of products

## Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

## Hang on, there's more...

The role will be based primarily in Hartlebury, but there will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

### **DRPG is an equal opportunities employer**

#### **Data Security** (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.