

Production Coordinator, Video Marketing, Zinc Communicate

BACKGROUND

Zinc Media Group Plc is a leading content creation company dedicated to the development and production of premium content for global broadcasters and commercial film and audio for brands and corporate clients.

The group own and operate eight production labels, together Zinc Television, that produce award-winning television for the UK's biggest and international broadcaster as well OTT SVOD services such as Prime Video, Netflix, and Disney+

The group's commercial content creation unit, **Zinc Communicate**, currently has 35 employees across London, Manchester, and Macclesfield and, due to recent investment, it is looking to substantially grow and diversify its business in 2022 and beyond. It is currently comprised of four distinct but interconnected business units with a view to expanding into other key verticals.

Where you will be working...

Video Marketing

The team produce powerful video content for corporate clients and associations to engage with employees, customers, and members.

The Role

The Production Coordinator is key to supporting the Production team in the producing and delivering of corporate film content for big brands and associations. With their support, the team deliver on client expectations across every level, on time and on budget.

As Production Coordinator a key responsibility will be helping to arrange the logistics involved in production jobs, attending production meetings, taking detailed notes, and ensuring key production documents, such as call sheets and risk assessments are in place.

You will work alongside the production team assisting in the development of projects, assigning crews, organising locations, scheduling edits.

Additionally, there is fantastic opportunity for creative involvement, including working on set, camera assisting and helping with data logging and footage ingestion.

The Production Coordinator will report directly to the Head of Production.

Key Responsibilities:

- Assisting throughout the production lifespan, ensuring a smooth transition across departments, from sales to production and through to post-production, liaising with all members of the Video Marketing team.

- Assisting across project set up, including project number generation, folder set up and asset saving.
- Assisting with production logistics, including location scouting, casting, sourcing crew and equipment, and organising travel – all within assigned budgets where required.
- Management of project media, looking after hard drive and cards/card readers, organising footage ingestion, transcriptions, and management of Trello requests.
- Assisting on shoots as required, including driving between locations.
- Management of production floats.
- Helping identify and source stock and licensed music, imagery and footage based on creative and client briefs within the assigned budget.
- Attending production meetings and helping to ensure that all production document is kept up to date accordingly.
- Management of project archiving after delivery, including ensuring all relevant assets are saved accordingly and clients have received all rushes/assets required.
- Day to day administrative and general duties as required, including creation of production documentation, organisation of hard drives and couriers.
- Assisting with freelancer payments, ensuring all invoices are submitted and forwarded on to the relevant Zinc finance team.

About You

- Experience working in a production/marketing/agency environment and basic understanding of moving image production, from pre-prod to post.
- Experience working on set as well as planning international shoots
- Basic knowledge of camera and lighting equipment
- Full valid driving licence
- Ability to work in a fast-paced environment and under pressure
- Excellent communication and organisational skills