



# Production Coordinator Singapore

## The Company We Keep

The Company We Keep is more than just a name, we believe it defines who we are and how far we can go. We are all about the people: about building an ecosystem, a group of diverse talented individuals that collaborate to create extraordinary work sharing a common vision and goals.

Teamwork is everything to us. We know that it takes a very special group of people to do what we do. The Company We Keep is looking for an experienced Production Coordinator to join our team, creating extraordinary work for our clients. You will be insanely inquisitive, approachable and inclusive. You will enjoy working in a fast-paced agency environment with a hugely talented team, in addition to incredible partners and customers.

## The Role We Offer

The CWK Production Coordinator organises production documents, crew and equipment for shoots for internal, partner and client campaigns:

- Taking ownership of a task from brief through to final delivery
- Working in the Broadcast and Content Team and with project leads.
- Unpacking briefs and proactively coordinate shoot and content planning for the team
- Researching and scoping production solutions
- Creating production documents that are accurate, informative and timeline. Such as call sheets, release forms, risk assessments, production timelines.
- Coordinating diary management and scheduling internal and client requirements
- Engaging crew and coordinating crew logistics for shoots
- Organising seamless delivery of equipment for shoots
- Play a key role in supporting The CWK team and clients on shoots
- Coordinating post-production edits with the creative, design and video editing team
- File management of video shoot content and edits
- Supporting the broader team in other day to day duties as needed
- Ensuring all planning adheres to the brief and exceed client expectations
- Sydney based role with remote flexibility

## The People We Seek



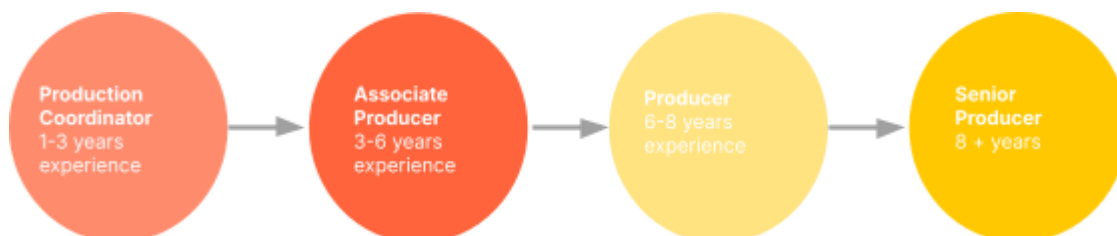
## The Traits You'll Have

- **Approachable:** Open, receptive and helpful to clients, stakeholders and colleagues. Actively listens and has an objective, collaborative approach to problem solving.
- **Inquisitive:** Desire to take on new opportunities with a positive attitude, find creative solutions to challenges, learning from people and situations around you.
- **Inclusive:** Collaborative approach to people and situations.
- A fun loving team worker, with no ego and a **never settle** attitude.
  
- An inherent desire to deliver solutions with real world relevance and impact
- Thorough knowledge and familiarity with seamless production solutions
- High level of accuracy and attention to detail
- Service minded with positive client management skills, navigating a range of projects and multiple changes with a smile
- Ability to be mentored, providing constructive feedback to others as well as receive it.
- A collaborative and fun loving work ethic with no ego
- Aptitude to work quickly and methodically to meet deadlines
- Flexible and adaptable to an ever changing environment
- Clear communicator internally, with clients, crew, talent and all stakeholders

## The Experience You'll Bring

- Ideally 2+ years' experience in a Production agency role or similar.
- Brings experience being on-set and at shoots in a similar role
- Degree level education or equivalent experience in a related discipline is preferred.

## The Career Path You're On



## The Company : We Keep