



Production Coordinator

Reports to: Producer
Location: Miramar, Wellington

Role Purpose

The Production Coordinator supports the Producer by managing organizational, creative, and financial aspects of studio projects. They coordinate production needs, track budgets, oversee deliverables, and act as a liaison between clients, suppliers, and the team. This role ensures projects are delivered efficiently, on time, within budget, and to a high standard, fostering strong client relationships.

Key Accountabilities & Outcomes

Project Coordination

- Organize and manage production requirements, ensuring all aspects of projects run smoothly.
- Facilitate and oversee creative briefs and deliverables to align with client and team expectations.
- Maintain comprehensive project overviews to track progress and deadlines effectively.

Client and Team Communication

- Prepare for client meetings and presentations, including scheduling and material preparation.
- Serve as the main point of contact for client and supplier communications on behalf of the Producer.
- Track and manage all correspondence, such as client meetings, calls, and updates.

Documentation and Tracking

- Maintain detailed documentation of design changes and creative notes.
- Collect, consolidate, and share art direction and design feedback with relevant team members to ensure alignment.
- Monitor and document project milestones, deliverables, and submissions to meet deadlines.

Budget Management

- Assist the Producer in creating, managing, and tracking project budgets.
- Monitor expenses and provide regular cost reporting to maintain financial oversight.

Deliverables and Quality Control

- Coordinate the delivery of final submissions, ensuring quality and accuracy.
- Ensure all client deliverables meet the agreed-upon standards and timelines.

Agreements and Documentation Support

- Assist the Producer in drafting, preparing, and organizing contracts, agreements, and other necessary documents.

Liaise with key stakeholders to ensure project milestones are met

- Ensure that all parties involved in the project are kept informed of its progress.
- Communicate with clients when required, facilitating project materials & deliverables and milestone reviews.
- Liaise with outside contractors to ensure deadlines are agreed and are met.
- Solve problems that may arise during the project and escalate these when necessary to the Producer.

Provide production administration assistance

- Provide general administration assistance to the Producer & the Head of Creative Media Studio – China.
- Support the smooth running of any Production related processes and systems (for example: weekly updating of project presentation documents).
- Maintain folders and files within Wētā Workshop internal server system on a regular basis.
- Keep clear documentation and notes of client calls.
- Keep accurate files of artwork and notes for later reference.
- Refine, store and distribute all notes in accordance with Project Manager's note and tracking systems
- Actively distil notes into overview documents that allow the wider Workshop team to keep up to date at a higher level

Champions excellent health, safety and wellbeing practices.

Qualifications & Experience

Essential

- 3 + years as a Coordinator in the Film/TV/Gaming/LBE industry
- Project management with time and budget restraints
- General production administration

Desirable

- Working in a manufacturing environment would be advantageous

Skills & Competencies

- Bilingual in Mandarin and English (and able to translate between those languages)
- Strong interpersonal and organizational skills
- Ability to plan and manage project activities
- Proficient in Photoshop (eg perform automations and resize images), MS 365 and File Tracking
- A flexible approach to work, with the ability to operate effectively with people at all levels
- Excellent attention to detail
- Excellent problem-solving and communication skills

Key Working Relationships

Internal

- Creative Media Team: Creative Director, Art Director, Producer and Coordinator
- Other Wētā Workshop Departments i.e: Design studio, manufacture, etc.

External

- Clients and Vendors
- Including but not limited to: Designer & Concept Artist, Experience & Architectural Designers

Change to Job Description

Completed on: 1/12/2025 Review Date: 1/01/2027