



## Project Coordinator

**Reports to:** Head of Media Production  
**Location:** Miramar, Wellington

### Role Purpose

The Media Project Coordinator supports the planning, coordination, and delivery of video and stills productions across Wētā Workshop.

Working closely with the Media Production team, this role helps ensure projects are well-organised, clearly communicated, and run smoothly. The Coordinator focuses on providing administrative, logistical, and coordination support to enable the team to deliver high-quality outcomes.

This position works under the guidance of the Project Manager, Producer and HOD maintaining accurate project information, supporting stakeholder communication, and assisting with day-to-day production requirements across multiple projects.

- Support the coordination and delivery of media production projects, ensuring clear communication, strong organisation, and timely execution
- Assist the Project Manager, Producer and wider Media Production team to ensure project outcomes align with stakeholder needs
- Coordinate with internal teams and external vendors to support delivery against agreed timelines and budgets
- Assist in maintaining project schedules, documentation, and workflow visibility across multiple projects
- Ensure key stakeholders are kept informed of project progress, updates, and changes
- Provide administrative and logistical support across all stages of production
- Identify potential issues and escalate risks or challenges to the Production Manager as needed
- Support the development and tracking of project briefs, schedules, and budgets

### Key Accountabilities & Outcomes

#### Project Coordination Support

- Assist with the creation and maintenance of project plans, timelines, and task tracking
- Coordinate internal resources to support efficient project execution
- Monitor task progress and follow up with team members to ensure deadlines are met
- Support stakeholder communication by preparing updates, notes, and documentation • Maintain accurate and up-to-date project information across tracking systems

## Production Administration

- Provide day-to-day administrative support to the Media Production team
- Support production systems and tools
- Record and distribute clear notes from client and internal meetings
- Assist in preparing briefs, call sheets, schedules, and production documentation
- Support cost tracking through assisting with budgets, quotes, and cost breakdowns • Organise logistics including bookings
- Assist with shoot preparation and coordination (locations, catering, equipment, schedules)
- Manage file preparation tasks such as renaming, watermarking, and organising assets for delivery

## Team and Delivery Support

- Work closely with videographers, photographers, editors, and producers to support delivery
- Contribute to a well-organised, collaborative, and efficient production environment
- Take direction from the Project Manager while proactively supporting team needs
- Assist with continuous improvement of production processes and workflows

## Health, Safety, and Well-being

- Follows all health, safety, and well-being rules, procedures, and instructions. Takes reasonable care to look after their own H&S at work and the H&S of others.
- Champions excellent health, safety and wellbeing practices.

## Qualifications & Experience

- 1 – 2 years' work experience in a general/administrative or production admin environment
- Tracking project budgets and schedules
- Experience in a creative, media, or production environment preferred

## Skills & Competencies

- Strong organisational skills with high attention to detail
- Clear and professional communication skills

## Key Working Relationships

### Internal

- Media Production Team
- Project Manager
- Editors, Videographers, Photographers
- Wider creative stakeholder teams

## Change to Job Description

Completed on: 1/05/2026    Review Date: 31/05/2027