



Project Coordinator

Reports to: Executive Producer
Location: Miramar, Wellington

Role Purpose

The role of Project Coordinator- IE is to coordinate projects, or parts of projects on a day-to-day basis. With guidance from the Creative Producer & Project Managers, this role will help to ensure projects are completed on time, on budget and to the client's satisfaction.

Key Accountabilities & Outcomes

Coordinate the project and production requirements of IE projects

- Maintain project overviews with guidance from Creative Producer & Project Manager
- Support meetings, presentations and any other scheduling for the IE division
- Facilitate internal team meetings
- Manage, document and track correspondence including client meetings and calls
- Create and maintain project documentation including revision control with guidance from Creative Producer & Project Manager
- Help prepare budgets, work with our internal financial systems to aid in fiscal coordination, tracking and reporting
- Assist with procurement coordination including contract preparation, facilitation and close out
- Collect, collate and share design and art direction notes with appropriate team members
- Coordinate delivery of client deliverables/submissions

Coordinate & liaise with relevant parties to ensure project milestones are met

- Ensure that all parties involved in the project are kept informed of its progress
- Liaise with stakeholders, suppliers and clients when required to facilitate progress
- 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 Creative Producer and/or Project Manager

Provide project administration assistance

- Provide general administration assistance to the Creative Producer & Project Manager
- Support the smooth running of any design & content 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 call / meeting records
- 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

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

- 3 + years as a Coordinator in the Construction/Consultancy/Film/TV/Gaming industry
- Project coordination with time and budget restraints
- Working in a build/manufacturing or art department environment would be advantageous
- General production administration

Skills & Competencies

- Excellent problem-solving and communication skills
- Strong interpersonal and organizational skills
- Ability to plan and manage project activities
- Excellent attention to detail
- Ability to take instructions from a variety of people
- An ability to be flexible
- Proficient computer skills in:
 - Adobe Acrobat Pro
 - MS Office Suite including Word, Powerpoint and Excel
 - MS Project
 - File tracking
- Some proficiency in Adobe Suite would be beneficial

Key Working Relationships

Internal

- IE Producers, Project Managers and Operations Managers
- Executive Producer
- Creative Director
- Manufacture Production Managers
- Production Team Coordinators & Project Supervisors
- Team leaders

External

- External Vendors
- Key Stakeholders Relationships
- Client Contacts

Change to Job Description

Completed on: 1/01/2025 Review Date: 1/02/2026