Production Coordinator

What do Production Coordinators do?

Production Coordinators support the production managers or production supervisors in organizing the business, finance and employment issues in film and television productions. The work is varied and each project may be different. In general a Production Coordinator will help to make sure that everything runs smoothly during filming and that the project stays within budget and on schedule.

Your work may include production tracking the project, office management, coordinating schedules, tracking PR activities, supporting fundraising activities, location scouting, providing casting, crew and facilities information. Creating and keeping track of list, PO’s, crew list, vendor list. In TV commercials Production Coordinators will create the Pre-Pro Book and Wrap Book. The role often involves administrative and office management support, and sometimes support with marketing and promotion.

To become a Production Coordinator you will need very good organizational and project management skills. Knowledge of basic office and budgeting software is helpful. You could work your way up through the industry to become a Production Coordinator by starting as a runner or an assistant or secretary in the production office.