



MAKING IMAGINARY WORLDS A REALITY

JOB DESCRIPTION

Place of Employment:	Weta Workshop Ltd 21 Camperdown Road Miramar, Wellington
Job Title:	Production Coordinator – Location Based Entertainment (LBE) (bilingual in written and spoken Chinese (simplified) and English)
Reports to:	Operations Manager - LBE
Name:	tbc
Direct Reports:	N/A
Working Hours:	42.5 hours per week between business hours of 8am – 5:30pm Monday to Friday

JOB PURPOSE

The role of Production Coordinator - LBE is to coordinate projects, or parts of projects on a day-to-day basis. With guidance from the Production Manager - LBE, this role will help to ensure projects are completed on time and to the client's satisfaction. It is essential to be bilingual in written and spoken Chinese (simplified) and English.

MAIN RESPONSIBILITIES

- Coordinate the production requirements for the design component of LBE projects
- Liaise with key stakeholders to ensure project milestones are met
- Coordinate and track design knowledge for allocated projects
- Provide production administration assistance

KEY DUTIES

Coordinate the production requirements for the design component of LBE projects

- Coordinate and facilitate creative briefs and creative deliverables
- Maintain project overviews
- Prepare client meetings, presentation and any other scheduling for the project
- Manage and track all correspondence including client meetings and calls
- Maintain documentation that details and tracks design changes
- Collect, collate and share design and art direction notes with appropriate team members
- Coordinate delivery of client deliverables/submissions

Liaise with key stakeholders to ensure project milestones are met

- Ensure that all parties involved in the project are kept informed of its progress
- Liaise with clients when required to ensure that the outcomes of the project are meeting their needs
- 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 Production Manager and/or Operations Manager

Provide production administration assistance

- Provide general administration assistance to the project and Production Manager
- Support the smooth running of any production related processes and systems (for example: weekly updating of project presentation documents)
- Maintain folders and files within Weta 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

SKILLS / ATTRIBUTES REQUIRED

- Must be bilingual in written and spoken Chinese (simplified) and English, and able to translate
- Excellent problem-solving and communication skills
- Strong interpersonal and organisational 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
- An ability to operate effectively at multiple levels
- Proficient computer skills in:
 - Photoshop (e.g. - perform automations and resize images)
 - MS Office
 - File tracking

EXPERIENCE

- 3 + years as a Coordinator in the Film/TV/Gaming industry
- Project management with time and budget restraints
- Working in a manufacturing environment would be advantageous
- General production administration

KEY RELATIONSHIPS

- Production Manager - LBE
- Production Designer - LBE
- LBE Design team
- Senior Creative Business Director

- Head of Production
- CEO/Creative Director
- Production Managers and Production Coordinators
- Team leaders
- External vendors

FLEXIBILITY STATEMENT

Due to the dynamic nature of Weta Workshop, the tasks and responsibilities noted in this role description may change from time to time, to meet the needs of the business. As a result, it is expected that the incumbent is prepared for changes to the role and this description of it, on a day-to-day-basis. Any 'material' changes will be mutually agreed between the parties and noted in this document/in writing.