



POSITION DESCRIPTION

Position Title	PRODUCTION COORDINATOR	Position No.	30000696
Team	[Entertainment & Specialist]	Classification	[Content Maker]
Department	NSW TV Prod Support	Schedule Roster Cycle	[Schedule A] [2 Week Rostered]
Location	Ultimo	Band / Level	[Band 4]
Reports to	SERIES PRODUCER 50000276	HR Endorsement	25/06/2020
Purpose			

To provide general production administrative support to the day to day running of Good Game: Spawn Point and The Loot Drop.

Key Accountabilities

- Provide operational and organisational support to the production team to meet program requirements including preparing call sheets, rundowns, scripts, logging information, timing segments and completing ready for delivery paperwork, including supply masters.
- Coordinate logistics arrangements, including flights, taxis, car hire and parking, accommodation and travel allowance and general amenities. Manage all transcription requests and coordinate and collate release forms.
- Handle all camera cards, data and technical equipment. Manage all data in a variety of file formats. Data wrangling all footage for back up and coordinating footage for ingest. Dealing with file transfers and uploads.
- Research and book locations, arrange appropriate approvals and draft relevant documentation.
- Weekly maintenance of the GGSP website, including transcriptions.
- Regular lodging of RFDs to track rights usage across the series.
- When required create thumbnails for iview and YouTube.
- Organise couriers, mail, and faxes etc.
- Purchasing through SAP procurement and Reconcile petty cash items.
- On a daily basis act as point of contact for the program unit staff, handle enquires and correspondence from internal and external clients/talent and public. Answer the telephone and meet/ greet guests.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Appropriate secondary education.
2. Well-developed planning, organizational, communication and negotiation skills.
3. Demonstrated knowledge and practice of production resourcing, scheduling, budgets, copyright clearance, booking systems, safety requirements and their associated regulations.





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4. Ability to maintain accurate records and reports, up to date and accurate diary, contact list, schedules and demonstrated information management systems.
5. Efficient use of technology and application, including accuracy of input and interpretation of information on computer applications and ABC systems.
6. Ability to cope under pressure, anticipate problems and take initiative in directing responses to unexpected situations.
7. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.