

MAMMOTH

MAMMOTH CREATIVE CO. PRODUCTION COORDINATOR

The environment at Mammoth Creative Co. challenges you to find the best in yourself and others. We find joy in the journey of creating and always put people first because we believe in using our strengths to serve others. We're looking for a Video Production Coordinator who wants to grow personally and professionally while being an integral part of an award-winning creative team.

The Production Coordinator will be responsible for production planning for video projects, as well as day-to-day operations of the video team. As the Production Coordinator, you will be expected to assist and balance simultaneous projects that include budgeting, scheduling, vendor management (external booking and scheduling), technical specifications, quality assurance and follow through to the actualization of the project.

JOB LOCATION: Meriden, KS

SALARY: TBD Based on Qualifications + Benefits

REQUIRED SKILLS & EXPERIENCE:

- Work closely with a producer to bring a project from script to screen.
- Maintain production budgets based on the needs of each project.
- Assist the booking of film crews, reserve equipment, and coordinate travel as needed.
- Assist in creating production schedules, call sheets and shoot decks.
- Research voiceover actors, and stock photography, video and music assets.
- Spell-check ads and spot delivery information.
- Assist the accounting and invoicing for each project.
- Archive completed ads and b-roll onto Web and internal system.
- Engage third party vendors as necessary.
- Carry out any additional and unforeseen duties as required, ensuring the project's success.

MINIMUM QUALIFICATIONS:

- Experience managing the development of projects with external vendors.
- Team player.
- Excellent written and oral communication skills.
- Spreadsheet wizard.
- Extremely organized.
- Flexible mentality.
- Problem solver with ability to multitask.
- Positive attitude under pressure.
- Outgoing and approachable; Not afraid to talk to strangers.
- Proactive
- Passionate, curious and knowledgeable about production.

BONUS QUALIFICATIONS:

- Experience working on film/video productions, including pre-production, production and post-production phases.
- Overall knowledge of film and digital capabilities and nomenclature.
- Current knowledge of film industry prices, trends and vendor capabilities.

