



## Award winning Documentary Company Marmalade Films seek Production Coordinator

Role:	Production Coordinator
Reporting to:	Head of Production
Duration:	Long-term with initial 3 month trial period
Hours & Location:	Full-time, based in the Marmalade Production Office, Dublin. Approximate hours of work will be 0900 to 1800, five days a week. It is expected that your availability will be flexible, within reason, based on project needs.

You will be an integral part of the Marmalade production team working with the Head of Production and the Creative Director in all aspects of Marmalade Films' Commercial, Corporate & Documentary productions; working in all areas of production; Research, Development, Pre-production, Production, Post-production, Distribution, Exhibition and Publicity. Our aim is to develop and add to your existing skills and experience so that you can become a vital, sustainable, long-term member of the Marmalade production team who will eventually be able to independently initiate, develop, produce and manage projects within Marmalade.

Applicants should have a strong drive to make documentaries. Your **core competencies** must include:

- A strong interest in visual storytelling with a sound understanding of the independent production sector,
- Strong organisational, project management and scheduling skills with the ability to balance multiple projects simultaneously,
- Excellent writing and verbal communication skills allied with good interpersonal skills,
- Ability to work on ones own initiative, being unafraid of pro-actively resolving issues and to work well under pressure,
- Ability to be flexible and fast thinking - reshuffling priorities as needs change and productions progress,
- Keen attention to detail,
- Computer literacy on the Mac platform with fluency in Microsoft Office (Word & Excel) and proficiency with Dropbox and Google Drive,
- Broad knowledge of relevant technologies, such as knowledge of post-production workflows as well as camera workflows however this is a Production role,
- A qualification in Film & Television production and/or prior experience in a film, television, production, development or journalism role.

Reporting to the Head of Production your work will include coordinating multiple simultaneous projects at varying stages of production with your **core responsibilities** being:

- Production office administration and management,
- Supporting the research & development of new and existing projects,
- Supporting fundraising activities,



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- Preparing and managing production documentation and coordinating schedules,
- Coordinating crew & facilities,
- Supporting marketing & promotion and tracking PR activities including social media management.

Remuneration to be discussed at interview stage but D.O.E. Please apply by email only. Your application should include a cover letter accompanied by an up-to-date CV including references. The deadline for applications is 5pm, Friday, 16<sup>th</sup> January 2015.

Email address:           opportunities @ marmaladefilms.ie  
Subject:                    Production Coordinator Position  
Deadline:                 Friday, 16<sup>th</sup> January 2015, 5pm