



## Job Description

**Job Title:** Production Coordinator  
**FLSA Status:** Exempt  
**Salary:** Competitive  
**Division:** GameTime Productions

**Date:** August 2024  
**Supervisor:** Production Manager  
**Dept:** Production Management

### Purpose:

The purpose of this position is to coordinate the hiring of technical crews for live events, travel, logistical support and administrative support to ensure all GameTime and client business objectives are met.

### Position Responsibilities:

- Works with GameTime staff to provide logistical support on all aspects of packaged production.
- Oversees personnel onboarding, travel coordination/tracking.
- Primary focus is to hire and schedule AT/BTL crews for live events and develop and nationwide data base of high quality, experienced freelance staff.
- Sends and receives necessary paperwork between hires and approves before sending to accounting/payroll company.
- Receives invoices and confirms rates match contracts and receipts match expenses.
- Processes invoices per GameTime accounting policies.
- Creates crew & time sheets for all GameTime Production events. Responsible for distributing sheets to onsite Tech Manager and monitoring time sheet submissions.
- Works with GameTime's travel agents to track personnel travel for all packaged events such as flights, hotels, and rental cars (if necessary). Ensures hires have essential information to book travel and travel is booked in a timely manner.
- Researches, selects and coordinates event hotels, and maintains hotel database for future reference.
- Coordinates rental car carpooling when necessary.
- Responsible for all personnel schedule accounting, including tracking hours.
- Responsible for dealing with time-sensitive materials and decisions.
- Responsible for the handling and relaying of sensitive or confidential information (budgetary fee-related, nondisclosure, agreements, etc.)
- During Production peak times, remains accessible and is often required to work non-traditional days/hours.
- Other duties as assigned.

### Qualifications:

- High school diploma or equivalent required.
- Bachelor's Degree or equivalent experience preferred.
- Must be willing and able to travel as necessary.
- Excellent communication skills, attention to details and the ability to multi-task in high pressure situations.
- Must be willing and able to lift/push/pull up to 50 lbs., and willing to seek assistance for anything over 50 lbs. (should not seek to do over 50 lbs. without assistance).

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