

Universal Creations has been providing world class quality bespoke props and design work for the Film and TV Industry for over 7 years. Alongside our extensive portfolio within the Film Industry, we have also worked with other household names creating unique exhibitions and events. Our driving philosophy is to always create and deliver excellence.

We are currently on a rapid expansion plan, looking to move the company forward into a variety of new and exciting marketplaces. We are looking to grow our core team of talented individuals who share our philosophy and motivation to take the company forward.

We are seeking to recruit a Production Coordinator experienced in running the day to day aspects of a Creative Workshop. This will include scheduling, task assignments, and general administration and organisational tasks. You will have a passion for all things creative and experience working within the Film and TV Industry or Creative environment.

The role requires an efficient, effective, organised Coordinator with experience working in a fast-paced, ever-changing environment. We're looking for a great communicator who can filter feedback from multiple sources in a clear and concise manner as well as a great motivator to help keep our team engaged and focused.

Please note all applicants at time of application must have full working rights for the UK and hold an appropriate visa where applicable.

RESPONSIBILITIES

- Scheduling all departments and managing dependencies between departments.
- Reviewing task assignments and approval status daily to ensure the project is on track.
- Compiling weekly status reports summarizing progress, risks and issues.
- Direct liaison with clients for ground-level deliveries and communications.
- General administration and organisation tasks.
- Ensuring all products meet client requirements.

REQUIREMENTS

- The ideal candidate will have a minimum of 2 years experience within production coordination.
- The ability to work to tight deadlines across concurrent projects is essential.
- The ability to problem-solve and flag up potential problems is necessary.
- A solid work ethic and positive attitude in the face of challenging situations is vital.
- Attention to detail is essential.