



Job ID: LIVE Events Production Coordinator

Date Posted:

Location: Carbondale, CO (with possible remote location TBD)

Position Type: Full Time

Position Overview

The Live Events Production Coordinator contributes to production efforts through coordination of both internal and external projects. This role manages logistical and administrative tasks efficiently and effectively while contributing to the success of the Production Department by maintaining accurate records, completing assigned job duties in a timely manner and seeking out new ways to support team members. The Production Coordinator reports to the Executive Producer.

Key Job Responsibilities

Event Pre-Production and On-site team Support:

- Assist in scheduling and coordination of staffing and resources through Intellievent.
- Assist in timesheet completion and tracking project related hours.
- Partner with Producers and Production Managers on event logistics.
- Support the show team (Producer, PM) with owning the kick-off & tie down meetings, scheduling client and show team calls.
- Create and maintain electronic show folders / channels (project management tools) from each project's inception, file past show folders and maintain directory.
- Travel coordination for show crews.
- Track tasks, milestones and deadlines within the project management tool.
- Assist in collection and organization of show related content (graphic files, video files and still photos).
- Occasional travel and show-site support required.
- Back up traveling show management team members when they are out of office.
- Open and process Purchase Orders.
- Define and set up new vendors/part timers.
- Attend pre and post show meetings for job sign off.
- Perform other duties as assigned.

Post-Event:

- Finalization of timesheets and tracking project related hours.
- Assist in completion of post-show reports
- Assist in completion and verification of deliverables, media, etc.
- Completion of expense reports and finalizing job related expenses including freelance and contract invoices.

Job Qualifications

- Bachelor's Degree or equivalent experience
- 1+ year of production or show experience required.
- Excellent communication skills including written, oral and presentation.
- Ability to listen carefully, respond intelligently, and follow up appropriately and consistently.
- Position requires computer knowledge.
- Self-motivated, self-starter, sense of urgency, personable and team oriented.
- Detail and service oriented with strong organizational skills.
- Ability to consistently meet deadlines.
- Must have a high school diploma or equivalent. Undergraduate experience preferred.
- Experience in administrative and accounting functions preferred.
- Experience in show production is preferred.

Competencies

- Hospitality
- Responsiveness
- Professionalism
- Decision Quality
- Business Insight
- Collaborates
- Builds Networks
- Plans and Aligns
- Instills Trust
- Demonstrates Self-Awareness

Work Environment

Work is performed primarily in an office environment. Working times may include irregular hours and on-call status including days, evenings, weekends and holidays. Team members must adhere to appearance guidelines as defined by SIX Productions based in an office environment and when traveling, on an individual venue or a representation of venues in that city or area.