



Production Coordinator

About Us:

We're a production company and creative content partner. We specialise in combining expert production with agile execution to bring ideas to life. With over 15 years of experience, we work alongside agencies, brands, and businesses worldwide to create content that's impactful and purposeful. Collaboration is at the heart of everything we do.

Our goal is simple: to produce content that resonates with audiences and delivers results. Expert production. Agile execution. These core principles guide us through every project, ensuring that we approach each one with the right balance of creativity, strategy and precision. Based in Liverpool, our team of 35 passionate professionals are always ready to adapt, innovate, and push boundaries. Together, we're committed to bringing ideas to life and delivering work that truly makes a difference.

The Role:

We're looking for an experienced and highly organised Production Coordinator to support and coordinate projects across all stages of production, from pre-production through to shoot and post-shoot wrap. This is a hands-on role for someone with a strong understanding of commercial production, crew, kit and shoot logistics. You'll work closely with the Production Manager, taking ownership of key production tasks and helping coordinate crew, suppliers, equipment, logistics and paperwork to ensure productions are planned thoroughly and delivered smoothly.

Key Responsibilities:

- Coordinate production across pre-production, shoot days and post-shoot wrap
- Manage production administration including schedules, crew lists, budgets and shoot documentation
- Prepare and distribute call sheets, production paperwork and relevant crew information
- Coordinate risk assessments, health & safety documentation and production requirements
- Manage shoot logistics including travel, accommodation, transport, locations and catering
- Source, book, collect and return kit hire and production equipment
- Coordinate crew bookings and have a strong understanding of crew roles and requirements
- Liaise directly with freelancers, suppliers, vendors and production partners
- Support sample management including wardrobe, props and products when required
- Coordinate music and voice-over bookings including scheduling, usage and paperwork
- Provide on-set support and coordinate crew, talent, clients and suppliers
- Ensure production paperwork, invoices and relevant documentation are completed and organised post-shoot

What We're Looking For:

You're experienced, proactive and highly organised, with a strong understanding of the production process and what it takes to deliver a successful shoot. You're confident coordinating crew, kit and suppliers, happy taking ownership of tasks and comfortable being the person who keeps the detail moving behind the scenes. You communicate clearly, stay calm under pressure and can confidently manage multiple priorities, often across several productions at once.

You're able to anticipate potential issues, find practical solutions and adapt quickly when plans change, while maintaining a high level of professionalism. You have a genuine passion for production and understand the importance of preparation, strong relationships and attention to detail. You're keen to develop your career further and enjoy working across a varied mix of sport, fashion lifestyle and commercial productions.

Qualifications & Experience:

- 2 + years experience as a Production Coordinator, Production Assistant or in a similar production role
- Strong understanding of commercial production, crew roles, kit and shoot logistics
- Experience coordinating freelancers, suppliers and production partners
- Strong organisational, communication and problem-solving skills
- Ability to manage multiple productions, deadlines and priorities
- Excellent attention to detail and ability to work calmly under pressure
- Willingness to work flexible hours, including early starts and shoot days
- Full UK driving licence

Good To Know:

Location: Liverpool (Knowsley) with occasional travel

Type: Full-time/Freelance (project-dependent)

Salary: DOE

Reports to: Production Manager

All candidates must have the right to work in the UK.