



## **PRODUCTION COORDINATOR**

### **JOB DESCRIPTION**

Nouvelle Medias is looking for an Production Coordinator for our event production and management team for our account held in a prominent technology company.

Our goal is to provide a seamless technology experience in events to all attendees, press and partners, as well as to create a more efficient and reliable technical environment for event staff and vendors.

The Production Coordinator is responsible for planning, creating estimates, and arranging the necessary technical staff and equipment for video, sound, lighting, recording, and distribution for events in various fields held by the company. Furthermore, during preliminary meetings with event hosts, will provide advice from the perspective of technical production and stage direction, and at the same time, will share event information with the AV technicians on the team, acting as a liaison between the event hosts and AV technicians. In addition to experience in technical production, this position requires extensive knowledge of AV equipment and distribution, the ability to manage information and schedules, the ability to negotiate with various stakeholders, and the cooperative ability to work in a multinational team.

### **IDEAL CANDIDATE**

- Is able to discover problems and present solutions independently. Must have initiative, a sense of responsibility and the ability to problem solve.
- While having a speciality\* is a must, the candidate must also be capable of a wide variety of work - a generalist and a fast learner. \*Those who have experience as a director or audio visual technician.
- Must be able to face challenges enthusiastically from the start and be capable of self growth and study.
- Must be able to take action by looking at the overall picture of the business - those

### **RESPONSIBILITIES**

- Meet with event hosts regarding production to understand customer needs, and at the same time provide advice from the perspective of technical production and stage direction to help

deliver greater event experience

- Collect, confirm, and organize the event timeline, run of show, and assets (slides, graphics, videos, sound sources, etc.) by the deadline, and share them with AV technicians.
- Provide event details to technicians and stage directors, and coordinate with event hosts as necessary.
- Work with the Event Manager to advise event hosts and service sections from the early stages of planning, especially for high-profile events, large events, and technically complex events.
- Understand and share global event policies and best practices of the local production studio with stakeholders. Also, improve the accessibility of the event.
- Provide high-level administrative support for the on-site technicians. Respond promptly to ticketing requests from various business units.
- Prioritize, manage and deliver responsibilities which may include, but are not limited to:
  - Determine the business need for freelancers
  - Confirm the type/number of freelancers and what equipment is needed for each event, and make arrangements
  - Produce quotes based on client event needs and
  - Work with the accountant and assist in tracking payment / invoice status
  - Create and maintain project documentation
  - Assist with budgeting and reconciling all event related expenses
  - Coordinate on-site technicians
  - Review event related orders and schedules for accuracy
- Database management to ensure consistency of information, accurate data, input new information when required and generate lists upon request
- Perform general clerical functions (e.g. event scheduling, copying, faxing, data entry, filing, etc.)
- Cultivate and maintain relationships with colleagues, clients and suppliers
- Work with the team to ensure adherence to client and agency standards
- Be proactive with ideas and creative solutions
- Provide support for other team members as required, including on-site support

## **REQUIRED QUALIFICATIONS**

- **Proficiency in business level English and Japanese**
- **3+ years of experience within the technical direction or broadcast environment**
- **Basic knowledge of A/V technology, broadcasting technology and advancements**
- Basic knowledge in streaming and encoding platforms
- Basic knowledge in pre- / post- production
- Basic knowledge in videography, photography and graphic design
- Experience working with G-Suite / Google Workplace (Google Drive, Slides, Docs, Spreadsheet, Chat, Meet, Calendar, Gmail etc.)

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- Intermediate level skills in Google Spreadsheet / Microsoft Excel: familiarity with functions such as VLookup, formatting properly, creating graphs and tables, basic data analytics etc.

## **ENTRANCE PERIOD**

November, 2024 - December, 2024

## **EMPLOYMENT TYPE**

Permanent Employee (Negotiable depending on the applicant's wishes)

## **WORKING ENVIRONMENT LANGUAGE**

English, Japanese

## **LOCATION OF WORKPLACE**

Shibuya (client's office)

## **WORK HOURS**

Work hours are typically between 10:00-19:00

(8 hours a day, 2 days off every week)

\*Holidays: Usually according to the Japanese calendar.

\*Events: Most events are held during the daytime on weekdays. Working hours are typically from 10:00 a.m. to 19:00 p.m. on non-event days.

## **HIRING PROCESS**

**1st interview** - Interview with the HR team @ Online (+ basic explanation of the position)

**2nd interview** - Interview with the technical team members @ Client's office in Shibuya (+ personality assessment)

**3rd interview** - Interview with the board members (+ written exam) @ Nouvelle Medias Shibuya office

## **REQUIRED DOCUMENTS FOR APPLICATION**

Please submit the following documents below, in English as well if available.

- Curriculum Vitae / Resume
- Rirekisyo
- Portfolio