



115 N Church Ave
Suite 200
Tucson, AZ 85701
FilmTucson.com

Job Title: Production Coordinator
Department: Film Tucson
Supervisor: Director of Film Tucson
FLSA Status: Exempt, Full-Time
Salary: \$45-\$47k Prepared Date:
3/30/2026

Summary: Supports strategic marketing efforts to lure feature films, commercials, and television projects in the national and international markets to Tucson via the following duties:

- Fields incoming calls and e-mails as needed to assist national and international film, TV, and commercial advertising production companies, as well as calls and e-mails from local crew base, vendors, and the general public.
- Serves as a liaison between City and County departments, local property owners and key film personnel; processes City and County film permits and ensures timely delivery of permits to clients; supports coordination of meetings with relevant parties to troubleshoot complex issues like street closures, neighborhood issues, etc., as necessary.
- Supports film office-led location scouting trips, familiarization tours and other initiatives; builds itineraries and confirms appointments with each location.
- Creates and maintains contact lists for film productions as leads on CRM, as well as creating and maintaining locations contact lists for specific projects.
- Assists in tracking local spend for all incoming film productions and in compiling monthly, quarterly, and annual reports on CRM.
- Maintains digital location photo library, uploads location photos in the Reel Scout database which interfaces with the state film office website and Reel Scout's international database.
- Assists with research on identifying and photographing film locations and/or working with local location scouts or photographers to secure photos Collects, whenever possible, crew and vendor lists for all projects that film in our region; recruits local crew and vendors as needed to list in the Reel Scout database with the goal of creating a robust roster of local crew and services who can serve the client's needs.



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- Supports Film Tucson at sales and marketing events, including trade shows, film festivals (both local and national), and film-related community events, sometimes representing Film Tucson at various events as needed.
- Coordinates design and production of branded promotional materials given to clients; maintains an inventory of promotional gifts; interfaces with Visit Tucson's Marketing Department.
- Processes "Tucson Film Festival Event Funding Agreements"; communicates with eligible local film festivals as needed.
- Manages Film Tucson social media accounts, post messages for all crew and casting calls, latest production news and local film events creating a more vigorous presence that focuses on locations and capitalizes on our most recent incoming productions.

Supervisory Responsibilities

- There are no supervisory responsibilities.

Qualifications

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a safety sensitive position.

Education and/or Experience

- Associate degree (A.A.) or equivalent from a two-year college; or one-year related experience and/or training in sales or marketing; or equivalent combination of education and experience.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:



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- **Teamwork** – Collaborative with a positive spirit and a commitment to inclusion, diversity, and cultural sensitivity. Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit.
- **Ethics and Judgement** – Treat people with respect; inspire the trust of others; work with integrity and ethically; uphold organizational values. Exhibit sound and accurate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; make timely decisions.
- **Organizational Support** – Follow policies and procedures, support organization's goals and values.
- **Planning/Organizing** – Prioritize and plan work activities; use time efficiently. Set goals and objectives; develop realistic action plans.
- **Dependability** – Follow instructions; take responsibility for own actions; keep commitments; complete tasks on time or notify appropriate person with an alternate plan.
- **Communication Skills** – Ability to communicate clearly and informatively. Communicate effectively; listen and get clarification; respond well to questions.
- **Computer Skills** – To perform this job successfully an individual should demonstrate proficiency in Microsoft Outlook, Word, Excel and PowerPoint. A working knowledge of the Internet and web skills; will need to be proficient in CRM software.
- **Quality** – Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.
- **Professionalism** – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments.
- **Motivation** – Highly motivated, adaptable, and able to manage changing priorities or unexpected events. Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; and measures self against standard of excellence.
- **Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; and uses reason when dealing with emotional topics.



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- **Customer Service** – Respond promptly to customer needs; respond to requests for service and assistance.
- **Adaptability** – Adapt to changes in the work environment; manage competing demands, change approach or method to best fit the situation; ability to deal with frequent changes, delays or unexpected events.
- **Safety and Security** – Observe safety and security procedures; report potentially unsafe conditions; use equipment and materials properly.
- **Attendance/Punctuality** – Be consistently at work and on time; ensure work responsibilities are covered when absent.

Other Qualifications

- Night and weekend work may be required, and occasional industry-related travel may be required.
- Reliable transportation, a valid Arizona driver's license, valid auto insurance, and a good driving record are recommended.

Compensation & Benefits

- This is a full-time exempt position that will require some travel and work on nights and weekends. Scheduled hours may vary.
- Hybrid/Work from Home eligibility after 3 months.
- Compensation is flexible and is commensurate with experience.

Additional Criteria

- Visit Tucson may request to contact a minimum of three professional references prior to applicant being considered as a finalist.
- Visit Tucson requires all new employees to submit to a background check and drug testing (THC not included) prior to being hired. We are an E-Verify employer.
- Visit Tucson is an Equal Opportunity Employer.