

**Job Title:** Production Coordinator  
**Department:** Film Tucson  
**Supervisor:** Director of Film Tucson  
**FLSA Status:** Exempt, Full-Time  
**Salary:** \$40K-46K  
**Prepared Date:** 7/22/2022

**Summary:** Supports strategic marketing efforts to lure feature films, commercials, and television business in the national and international market 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 public.
- Serves as liaison between City and County departments, local property owners and key film personnel; Coordinates Production roundtables with relevant parties on occasion to troubleshoot complex issues like street closures, neighborhood issues, etc.
- Supports film office-led location scouting trips, familiarization tours and other initiatives; builds itineraries, and serves as coordinating point of contact for industry clients.
- Creates and maintains contact lists for film productions as needed, as well as creating and maintaining contact lists for specific locations.
- Assists in tracking film production expenditures for projects and in compiling monthly, quarterly, and other reports.
- Maintains digital location photo library, uploads location photos in the Reel Scout database which interfaces with state film office website and international Reel Scout database.
- Assists with research on identifying and photographing film locations and/or working with local location scouts or photographers to secure photos.
- Collects Crew and Vendor lists for all projects that film here whenever possible; recruits local crew and vendors as needed to list in an online database with the goal of creating a robust roster of local crew and services who can serve the client's needs.

- 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 City and County film permits and ensures timely delivery of permits to clients
- 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; or equivalent combination of education and experience.

### **Competencies**

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

- **Customer Service:** Respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; manage the occasional difficult customer situation.
- **Judgment:** Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for any decisions; include appropriate

people in the decision-making process; make timely decisions.

- **Planning/Organizing:** Prioritize and plan work activities; use time efficiently; plan for additional resources; set goals and objectives; organize or schedule other people and their tasks; develop realistic action plans.
- **Professionalism:** Maintain a professional demeanor; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for your actions; follow through on commitments.
- **Quality:** Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; monitor own work to ensure quality.
- **Dependability:** Keep commitments; commit to long hours of work when necessary to reach goals; accomplish workloads in a timely manner.
- **Innovation:** Display creative solutions when dealing with problem-solving; meet challenges with resourcefulness; generate suggestions for improving work; present ideas and information in a manner that gets others' attention and moves the needle forward.
- **Language Skills:** Ability to read, analyze, and interpret governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- **Reasoning Ability:** Must have problem-solving skills; ability to deal with a variety of variables in situations where only limited standardization exists.
- **Diversity:** Show respect and sensitivity for cultural differences.

#### **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.