



Job Description

Role: Junior Production Coordinator, VICE Digital
Contract: 1 Year Fixed Term Contract
Reporting to: Production Manager, VICE Digital

Overview:

VICE is the world's preeminent youth media company and content creation studio. Launched in 1994, VICE now operates in over 40 countries and distributes its programming to hundreds of millions of viewers each month across digital, linear, mobile, film and socials. VICE includes an international network of digital channels; a weekly and daily news programming partnership with HBO; a television and feature film production studio; a magazine; a record label; an in-house creative services agency; a book-publishing division; and a recently launched international TV network, VICELAND.

The Role:

VICE are looking for a full time Junior Production coordinator to work across all VICE & i-D owned digital channels (Vice.com, Munchies, VICE sports, Broadly, Motherboard, Noisey and i-D). The Junior Production coordinator will be directly responsible to the Production Manager for the day-to-day workings of the production team, and will be across multiple productions at one time.

You will work closely with the digital production team. You will work with the other coordinator to ensure that productions run smoothly, meet deadlines and are compliant & safe.

The right applicant shall be highly organized, good at prioritising, personable, detail focused and willing to assist in all aspects of Production. You will be working in a busy environment and must be able to handle multiple tasks and tight deadlines; a background in documentary and/or current affairs shoot set-ups is preferred. This is an office-based job.

Key Responsibilities:

- Help co-ordinate travel, accommodation, work permits, and visas for cast and crew.
- Work with the digital team to ensure all shoots are scheduled and organise all elements of shoot needs.
- Prepare and distribute call sheets, RA's, production reports, shooting schedules, and crew and cast lists where necessary.
- Working with the coordinator ensuring the completion of all admin related tasks to the delivery of a film, including release forms, and licensing paperwork, ensuring that circulation to the relevant people and uploaded to the VICE video entries for transmission.
- Making sure all paperwork has been submitted and checked through R&Cs.
- Working alongside the coordinator & post-production coordinator preparing for upcoming ingests and ensuring assets are delivered and stored appropriately.
- Book crew as required by the Production Manager.

- Responsible for preparing reconciliation of all petty cash and credit cards for VICE & I-D Production shoots.
- Tying up all loose ends, and ensuring that office files are stored safely, and in a suitable format, so that other personnel when required can easily access information.
- Ordering equipment, supplies and arranging their delivery/collection.

Experience and Qualifications:

- Must be incredibly organised multi-tasker, able to meet tight deadlines and have great attention to detail.
- Good Excel and numeracy skills.
- A good communicator at all levels.
- Preferred: a trained First Aider.

Other:

- Help manage all activation for video, and liaising with our international territories and PR teams.
- To undertake such other tasks including general administrative duties as may be required from time to time.
- To be an ambassador for the business at all times.

To apply please email a brief cover note and CV, with the reference “**Junior Production Coordinator**” in the subject line to: ukrecruitment@vice.com. **Please include your notice period and salary expectations in your application.**

We look forward to hearing from you!

If you do not hear back from us within one month of applying then unfortunately your application has been unsuccessful. Thank you once again for applying and we wish you success in your future career.