

## **DreamWorks Animation Job Description**

**Job Title:** Production Coordinator  
**Reports To:** Production Supervisor  
**Department:** Production Staff

### **ESSENTIAL JOB RESPONSIBILITIES**

- Manages day-to-day Nile inputs and extractions.
- Assists Production Supervisor with maintaining quotas, deadlines & inventory, ensuring departmental productivity goals are consistently met.
- Understands the department and works with Supervisor to maintain the department schedule.
- Ensures procedures are followed to ensure workflow from one department to the next is as seamless as possible.
- Manages the department calendar.
- Knows inventory in the department (workable / non-workable).
- Performs artist check-ins to determine status of the work in the department.
- Able to communicate effectively with artists regarding timelines.
- Coordinates crew meetings.
- Handles requests made by crewmembers, Directors, Department Head, Production Management and Production Supervisor.
- Takes notes during rounds and distributes information to the department afterwards.
- Provides communications to the crew via email, one-on-one meetings and during crew meetings.
- Stays abreast of issues on the floor and elevates information appropriately to Production Supervisor.
- Able to navigate the intranet and asset browser. Able to pull up shots and models, using Linux, and manages technical issues during rounds and approvals. Learns the necessary computer programs and network directory system.
- Understands the pipeline and where department fits in.
- May attend production meetings and provides departmental updates.
- Contributes information for department and production evaluations as required.
- Supports studio and production directives.