
PHILLIPS

JOB DESCRIPTION

JOB TITLE: CONTENT PRODUCTION COORDINATOR	DEPARTMENT: MARKETING
REPORTS TO: INTERNATIONAL HEAD OF CONTENT PRODUCTION	LOCATION: LONDON
POSITION TYPE: FULL-TIME, REGULAR	EFFECTIVE DATE: MARCH 2023

PRIMARY FUNCTION

The Content Production Coordinator supports the Content Team with administrative and logistical support for multiple global video and multimedia initiatives. The coordinator works with internal departments to move multiple simultaneous global projects forward throughout their full life cycle, providing clear communications on project status, and precisely tracking schedules and budgets.

Phillips values a workforce with a wide variety of experiences, backgrounds and skills and we encourage you to apply even if you do not meet all of the qualifications.

DUTIES AND RESPONSIBILITIES

- Project management position supporting workflow within Content Team (Video, Digital Multimedia, Editorial, Social) by maintaining adherence to the content production process, timeline, and structure
- General departmental duties – including, but not limited to, submitting, and tracking invoices, tracking and reporting basic analytics, quality control, copywriting, proofreading, project-related research
- Keeping UK/Europe/Hong Kong budgets well-organized and precisely tracked
- Maintain organized tracking sheets to support reconciliation of budgets post project
- Create project schedules and maintain/manage deadlines
- Assist in management of production calendars
- Post-production and media management support including organizing, archiving, and sharing digital assets, sourcing and clearing rights for images, music, arranging transcriptions, etc.
- Preparing and organizing project documents – including, but not limited to, creative briefs, talent releases, project timelines, transcripts, and scripts.
- Liaise with Web Production team to ensure editorial videos are include on lot pages
- Check videos meet all promised requirements (Titles, lock ups, etc.)
- Check captions meet our standardized guidelines and coordinate translations
- Other departmental duties as assigned, works in tandem with marketing manager to ensure deliverables are met and all content requests are fulfilled
- Coordinate content execution at all stages

This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed at any time, in agreement with the post holder. You may be requested to undertake such other duties as may reasonably be required of you commensurate with your general level.

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SKILLS AND EXPERIENCE

- Minimum of 3 years project management experience coordinating multiple projects in a fast-paced, high-volume media production environment.
- Highly proficient in Microsoft Office, particularly Excel, and familiarity with Adobe Creative Suite. Familiarity with project management software, such as Monday.com and Smartsheets, a plus.
- Experience with media management including media sharing and archiving and familiarity with common file formats.
- Strong verbal and written communication skills.
- Outstanding organizational and time management skills with the ability to work under pressure and prioritize to meet multiple deadlines.
- Hands-on experience with video and audio production.
- Experience in art world, familiarity with auction houses a plus.

EDUCATION, TRAINING AND EXPERIENCE

- B.A. in related field or commensurate experience.

PERSONAL ATTRIBUTES

- Highly responsive and communicative
- Highly organized, precise, and attentive to details
- Thrives in high-pressure environment
- Strong interpersonal skills and experience working with cross-functional teams to meet aggressive deadlines
- Able to handle multiple tasks and priorities efficiently.
- Ability to work individually on own initiative and also as part of a team
- Ability to collaborate and communicate with many other areas within the business
- Ability to handle confidential information discreetly and responsibly
- Ability to learn Phillips' internal programs, systems and software
- Flexible, ready to handle unexpected requests

WORKING CONDITIONS

- Ability to work additional hours including weekends to meet business deadlines, as required.
- Work is primarily undertaken in our London Office, 30 Berkeley Square, London, W1J 6EX

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