

NO JIVE PRODUCTIONS, INC.

Coordinating Producer

Job description

No Jive Productions Inc. is seeking a **Coordinating Producer** for its upcoming 2008 tour “His Double Life.” Coordinating Producer serves as hands-on for production and scheduling. Management duties: Tracks deadlines for all projects, adjusts production schedules, and ensures all projects are delivered on time and under budget. Ensures the rights and clearance issues are vetted by legal advisor. Maintains and updates content in master schedule and database. Manage the staff with day-to-day operations and ensure accountability for accuracy. Develop and manage strong relationships with local teams. Build trust with each team to obtain access and information.

Summary of essential job functions:

- High school diploma or equivalency. (Bachelor’s degree is preferred).
- Two years experience in production or production management.
- Budgeting experience and experience managing staff.
- Administrative functions
- Good oral and written communication skills.
- Strong interpersonal and relationship building skills.
- Establish, maintain, and update files, databases, and records.
- Computer skills (example): PowerPoint, Excel, Outlook, Microsoft Word, Microsoft Publisher, Acrobat Reader
- The ability to multitask on large-scale projects and work effectively with changing priorities and deadlines.
- The ability to drive and work extended hours, including nights, weekends and holidays.
- Ability to use a computer, telephone, printer, calculator, copier, and fax machine.
- Ability to work in a fast paced, professional office environment.
- Must be a big TEAM PLAYER
- Must be able to keep the team spirit alive

If idle time should occur, the employee is expected to take the initiative in assisting other departments with certain duties as assigned by the executive producer.

Estimated Salary: \$12.00 -\$14.00 per hour or \$300 per show

Position Type: Part-Time/Freelance

Travel: Yes

Under Contract: Yes

Send Resume to: No Jive Productions Inc.
Attn: Human Resources
HDLT-CP
PO Box 170767
Miami, FL 33017

Or Email: Jobs@nojiveproductions.com

Immediate Supervisor: Carlos A. Harris—Producer

Note: The job description above may be changed at anytime with or without notice.