



PRODUCTION COORDINATOR

Employer:	Six Degrees Music & Productions
Location:	Calgary, Alberta
Job Category:	Advertising / Audio Post-Production
Relevant Work Experience:	3+ Years Experience in a Relevant Role
Education Level:	Bachelor's Degree / College Diploma

JOB DESCRIPTION

6 is a Calgary-based audio house, dedicated to producing high quality music, sound and voice overs for commercials and film. We're looking for a hard-working, detail-oriented, enthusiastic team player to join our crew.

QUALITIES: This position requires strong administrative skills, and a true attention to detail. We're looking someone with excellent communication skills – both written and verbal – and savviness around computers and technology. We're a tight-knit and hard-working team. Our ideal candidate is a team player who is willing to tackle long hours when it's required.

Some of the responsibilities of the position include, but are not limited to:

- Client management / job management – overseeing projects from start to finish
- Preparing Estimates
- Session Scheduling - includes booking studio time as well as talent
- Talent Coordination - coordinating talent, studio and session details
- Engineer Coordination - coordinating engineers, assigning work
- Completing SOCAN cue sheets for composition projects & stock music licensing cue sheets
- Accounts Payable/Invoicing
- Reporting information for accounting purposes as required

SKILLS

- Project Management skills
- Experienced in Excel (re: creating budget spreadsheets, ACTRA talent payment services)
- Solid organizational skills & ability to pay strong attention to detail
- Ability to work under tight timelines/deadlines
- Familiarity with the Advertising, TV & Film Industry
- Experienced in scheduling software (ie. Now-Up-To-Date) & MS Word
- Office experience (phone, fax, filing etc, skills)

Please send a COVER LETTER & Resume to andrea@sixdegrees.ca

Please note – only successful applicants will be contacted. No phone calls please.

Application Deadline: OCTOBER 15, 2019