

**ANOTHER A STORY**

ANOTHER A STORY IS A DESIGN-LED EXPERIENTIAL AGENCY THAT SPECIALIZES IN CREATING UNFORGETTABLE BRAND EXPERIENCES. WITH A FOCUS ON CREATIVITY, INNOVATION, AND STORYTELLING, WE COLLABORATE WITH CLIENTS ACROSS VARIOUS INDUSTRIES TO BRING THEIR VISIONS TO LIFE THROUGH IMMERSIVE EXPERIENCES THAT CAPTIVATE AUDIENCES AND LEAVE A LASTING IMPACT.

**JOB TITLE:** PRODUCTION COORDINATOR (FULLTIME) LA OFFICE

**REPORTING INTO:** US BUSINESS DIRECTOR AND SENIOR PRODUCER

**ROLES & RESPONSIBILITIES**

- **EVENT EXECUTION:** SUPPORT SENIOR AND ASSOCIATE PRODUCERS IN PLANNING AND EXECUTION OF ALL EVENT RELATED TASKS FROM INCEPTION TO COMPLETION INCLUDING OPERATIONS, CREATIVE, LOGISTICS, PRODUCTION AND TECHNICAL
- **CREATIVE:** SUPPORT THE CREATIVE TEAM WITH EXECUTION INCLUDING SOURCING DECOR, FURNITURE RENTALS, GIFTING AND SAMPLES. UPDATE CREATIVE PRESENTATIONS WITH VENUES, VENDORS, SOURCING, RENDERS, AND SCHEDULES AS NEEDED.
- **BUDGET MANAGEMENT:** ENSURE ALL EVENT RECEIPTS AND INVOICES ARE UPLOADED AND ACCOUNTED FOR DURING PRE-PRODUCTION, LIVE EVENT AND WRAP.
- **CLIENT COMMUNICATION:** RESPONSIBLE FOR CLIENT COMMUNICATIONS AND UPDATES AS NEEDED.
- **ADMINISTRATION:** ORGANIZE PROJECT FILES AND FOLDER, UPDATE PROJECT TEMPLATES AND HELP PREPARE PROJECT DOCUMENTS INCLUDING PRODUCTION AND CREW SCHEDULES.
- **SCHEDULING:** SCHEDULE TEAM MEETINGS, TAKE MEETING NOTES AND ASSIST WITH DISTRIBUTING RECAPS.
- **VENDOR RELATIONS:** COORDINATE VENDORS INCLUDING INITIAL RESEARCH, CONTRACTING AND LIAISING WITH VENDORS ONSITE, ENSURING ADHERENCE TO AAS STANDARDS.
- **ONSITE EVENT SUPPORT:** WORK ONSITE DURING EVENTS FOR LOAD IN, LIVE EVENT AND STRIKE. INCLUDING DOMESTIC AND INTERNATIONAL TRAVEL AS NEEDED.

**QUALIFICATIONS**

- DRIVEN AND HIGHLY ORGANISED
- PERSONABLE AND PROFESSIONAL
- A POSITIVE AND PROACTIVE ATTITUDE
- EFFICIENT, SOLUTIONS DRIVEN, AND INTUITIVE
- ABILITY TO PRIORITIZE TASKS ACCORDING TO IMMEDIATE BUSINESS/PROJECT NEEDS
- EXCELLENT WRITTEN AND COMMUNICATIONS SKILLS
- ABILITY TO WORK AS PART OF A TEAM THAT INCLUDES PRODUCTION, OPERATIONS AND CREATIVE
- A MINIMUM OF 2 YEARS OF ONSITE EVENT / AGENCY EXPERIENCE

**BENEFITS**

- HEALTH INSURANCE
- CLASSPASS MEMBERSHIP
- PAID TIME OFF, COMP DAYS + BIRTHDAY OFF

**LOCATION**

- LOS ANGELES, CA. NON-REMOTE POSITION