



Production Coordinator – Kickstarter Position

MVP Media is an innovative youth driven social enterprise that works to develop skills and create opportunities for young people in the creative industries. Our focus is on personal and social development, increased employability and higher education support. We aim to tackle exclusion and help prepare disadvantaged young people for the workplace.

MVP is dedicated to providing creative opportunities for young people from marginalized communities. Therefore, a genuine acceptance and appreciation of people from any background and culture is necessary.

Office Address

500 Larkshall Road, Suite 14
Chingford, E4 9LA

Please refer to our website and social media for further information

<https://www.mvpmedia.co.uk/>

<https://www.facebook.com/MVPWs/>

https://www.instagram.com/_mvpmedia/?hl=en

<https://www.youtube.com/channel/UCMoqa1V5oD-z0OwQg90OGrg>

https://twitter.com/mvpmedia_21?lang=en

Job Purpose

Assisting project leads to plan, manage, and execute all aspects of major filming and social events.



Responsibilities

As a Production Coordinator with MVP Media, a social network, tasks will include but are not limited to:

- Plan, manage and execute all aspects of major filming and social events
- Support risk assessments and communication with all staff and stakeholders
Help develop contingency planning, liaise with clients, create timelines, staffing and budgets
- Research venue suppliers and manage venue bookings
- Manage and coordinate suppliers and all event logistics (venue, catering, travel)

Working Hours

MVP's office hours are from 9:30 am to 5:30 pm. This is a flexible, part-time position with 25 working hours a week. Some hours will be set but we aim to maintain as much flexibility as possible. We generally work in office Mondays, Wednesdays, and Fridays and work remotely Tuesdays and Thursdays, unless a project demands otherwise.

Skills/Qualifications

Please refer to Kickstarter program qualifications. Interest in the film industry and experience working with creative personality types is desirable.

In addition to relevant experience and secretarial and administrative knowledge, you'll need to show evidence of the following:

- Communication, marketing, project coordination experience, highly organised, multitasking, good time management, proficiency in MS Office

Information about the Kickstart Scheme can be found here:

<https://www.gov.uk/government/collections/kickstart-scheme>