

POSITION DESCRIPTION

Production Coordinator

Role & Responsibilities. Your role as the production coordinator is to work with the producer, content strategist and studio staff on the day-to-day management and coordination of studio projects. You will own the content and asset management and the quality assurance process for the projects.

As the primary point of contact with the client and the studio team on all items related to content; you will orchestrate, coordinate, schedule and manage content delivery schedules through every phase of the project life cycle ensuring that all necessary content is accurately tracked, organized, managed and accessible to the team's (internal and external) collective efforts.

The production coordinator must be:

- An **efficient researcher** who obtains information from a multitude of sources, including client libraries, necessary outside partner organizations and through the internet. You will be responsible for the acquisition of selected media assets including images and audio/video footage, maintaining the organization of all digital and physical project assets, and performing data entry related to the projects. Upon project completion you will lead and manage the project documentation.
- A **passionate storyteller** who works closely with the content strategist and project teams to understand the presentations and ensure that the necessary content is acquired and documented in a way that facilitates design and production in the studio.
- A **clear communicator** who serves as the studio's primary point of contact with the client to provide open, accurate, regular and clear communication regarding content acquisition, development, schedule and deliveries. You are responsible for ensuring that the client's expectations are exceeded throughout the project life cycle.
- A **meticulous organizer** who coordinates and schedules content deliveries that are appropriately aligned with project milestones. You will also assist in the creation and coordination of schedules for interdisciplinary team resources within the studio to ensure that projects are most efficiently executed on schedule and on budget.
- A **proficient documenter** who tracks all aspects of quality assurance, including testing all presentations for content errors, creative continuity and functional bugs. You will master the project bug tracking system, clearly communicating issues and assigning them to the relevant team members.
- A **self-directed leader** who organizes and conducts user testing for the studio, reports the findings to the team and constantly seeks to improve the efficiency and documentation associated with each project's testing phase.
- A **dedicated team member** who assists the studio with a variety of duties as they arise, including arranging client visits, deliveries and correspondence related to marketing and promotions.

This is an exceptional opportunity for a rewarding career to inform, inspire, educate, enchant and entertain—as opposed to brand, market and sell—audiences through diverse projects for significant and influential cultural institutions. This position is located in Portland, Oregon, with a very

competitive, comprehensive salary and a benefits package that includes medical, dental, disability, employer-contributed 401(k), and professional development funds. Please send your resume and your portfolio to careers@secondstory.com.

About Second Story

Since 1994, Second Story has conceived of, designed, and developed hundreds of award-winning interactive media experiences in diverse formats that pioneer ever more effective ways to inspire wonder, connect audiences to ideas and information, and 'elevate the art of storytelling.' Learn more about the studio and experience the projects at <http://www.secondstory.com/>.