**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Production Coordinator</th>
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<tr>
<td>Department / Unit:</td>
<td>Media Arts</td>
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<tr>
<td>Grade:</td>
<td>RHUL 6</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Production Facility</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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**Purpose of the Post**

To provide training and advisory support enabling Media Arts students and their supervising staff to conduct creative practice work with due regard to health and safety management, filming permissions, insurance arrangements, rights clearances, and related production responsibilities.

**Key Tasks**

1. To develop authoritative knowledge of the relevant College policies and prevailing legislative framework with regard to the responsibilities of students producing audio visual media content.

2. To advise on industry-relevant standards and practices so that students may apply professional approaches to managing their creative practical work in the context of the Department’s employability initiatives, including acting as a specialist adviser to the Head of Department, and the Departmental Health & Safety Coordinator.

3. To plan and deliver training experiences that prepare students for their creative practical work and to help enhance employability through developing transferable skills associated with the principles of health and safety management, obtaining filming permissions, ensuring the necessary insurance arrangements are in place, obtaining rights clearances and licensing, and similar responsibilities.

4. To conduct, review and publish relevant health & safety risk assessments and associated operating arrangements, including giving feedback on student production risk assessments before they seek filming/recording approval from their course tutors, and assisting in developing, reviewing and implementing streamlined risk assessment processes.

5. To liaise with staff, students, College advisers and external parties with regard to health and safety management, insurance arrangements, copyright licensing, etc.
To keep up to date with changes in legislation that affect the Department’s procedures with regard to student creative practical work.

7. To design, produce and update published content regarding the Department’s processes for managing student creative production work and to assist the Department Health & Safety Coordinator in reviewing and revising the Department’s policies, procedures, risk assessments and instructional materials regarding more general health and safety management arrangements.

8. To advise on current concessions and licensing provisions that enable students to use third-party rights-owned content in student productions, such as artistic works, photographs, film clips and music.

9. To advise on insurance arrangements pertaining to student production work in liaison with College Finance Dept officers and other parties.

10. To be proactive in liaising with potential location hosts and relevant organisations, especially in the local community and within Central London, in order to assist students with securing suitable filming locations under favourable operating agreements and conditions.

11. Any other duties as required by the line manager or Head of Department that are commensurate with the grade.