



## **Production Coordinator**

**Salary** | £250 - £275 per day - dependent on experience and availability.

**Office Location** | Wentworth Woodhouse, Rotherham, South Yorkshire, S62 7TQ

**Contract** | Freelance, fixed-term (3 months)

**Hours of Work** | 2 days per week (flexible by agreement)

**Responsible To** | Digital Lead

**Deadline** | Friday 17<sup>th</sup> July, 5.00pm

Wentworth Woodhouse is one of the UK's most significant heritage restoration projects, with an ambitious programme of conservation, learning, events and public engagement. We're looking for a freelance Production Coordinator to work alongside the Digital Lead, supporting our volunteer-led film production team at an important stage in the development of our digital programme.

You'll coordinate day-to-day film production activity, help improve production processes, and play a key role in shaping the future development of our volunteer-led film production team as part of the organisation's wider digital strategy.

## **Role Purpose**

We are looking for an organised and proactive freelance Production Coordinator to support the day-to-day running of a small in-house volunteer film production team during a period of development and transition.

Working closely with the Digital Lead, the role will help coordinate current productions, improve production organisation and workflows, and support the ongoing development of the team's production processes.

This role would suit someone who enjoys practical problem-solving, working collaboratively with creative teams and volunteers, and helping small organisations build sustainable ways of working.

## **Role Duties**



### *Production Coordination*

- Coordinate the day-to-day running of a small portfolio of film productions
- Support scheduling, production planning, contributors, locations, and logistics
- Help keep productions on track and communicate progress with the Digital Lead
- Support delivery and organisation of productions from planning through to publication

### *Production Systems & Organisation*

- Help improve and formalise production workflows and processes
- Support the creation of practical systems, templates, and production documentation
- Help organise shared files, equipment, and production resources
- Assist with an equipment audit and the development of a simple sign-in/sign-out process

### *Team Support*

- Support coordination of a volunteer-based production team
- Help identify areas where additional skills or freelance support may be needed
- Contribute to creating clear and sustainable ways of working for current and future volunteers

### *Content Development Support*

- Contribute ideas and observations around content development and audience engagement, including future YouTube content opportunities.

### **Skills & Experience**

- Experience coordinating or managing film, video, or digital content productions
- Strong organisational and communication skills
- Ability to manage multiple projects and priorities
- Comfortable working independently and collaboratively
- Experience working with creative teams, freelancers, or volunteers



- Good practical problem-solving skills
- Confident using shared digital tools and cloud-based systems

### **Desirable**

- Experience working within charities, arts, heritage, or community organisations
- Interest in digital storytelling and YouTube content
- Experience working within low-budget production environments

### How To Apply

To apply, please send a CV and cover letter stating why you think you're the right fit for the role to [lisabetsworth@wentworthwoodhouse.org.uk](mailto:lisabetsworth@wentworthwoodhouse.org.uk).