

A decorative graphic in the top left corner consisting of a solid orange line that curves downwards and then back up, with a series of small orange dots following the curve.

Job Description

11/03/2026

Production Coordinator

NITV

Reports to: Production and Operations Manager

Indirect Reporting line to: Production Manager

Direct reports to this position: N/A

SBS Values, Vision and Purpose

The *Production Coordinator* is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values and complies with relevant SBS policies, procedures and practices. At SBS, we expect you to be audience obsessed, be bold and brave, embrace difference, participate fully and ensure that we look out for one another. We are all working together to fulfil SBS's purpose and create a more cohesive society.

Division Purpose – NITV

To shape the Australian identity, amplify our First Nations stories and connect with those that call Australia home.



Role Purpose

The Production Coordinator supports the seamless operation of NITV's Internal Production team.

This role ensures productions are delivered efficiently, on schedule and within budget through strong coordination, documentation control and logistical support.

Main Responsibilities

Main tasks of the role (Insert)

- Book production travel within budget and SBS guidelines
- Compile call sheets liaising with Producers and checked by PM
- File documents in NITV Hub and all legal documents in DocHub, e.g. contracts, release forms, location permits, music cue sheets
- Arrange production and crew meetings where required
- Assist Production team with research, particularly travel, i.e. catering options, maps, etc.
- Create and update contact lists
- Assist PM to traffic workflow through Post Production
- Assist PM in onboarding new recruits
- Provide production administration support for sustainability requirements, including entering data into the Albert Calculator
- Prepare and distribute a Green Memo for all productions
- Support delivery and tracking of Everyone Project requirements
- Support the PM with WHS documentation, including preparing and distributing WHS risk assessments

Minimum requirements of the role (Insert e.g. years of experience; specialist qualifications/skills)

- Minimum three years' experience in a television production environment
- Strong administration and organisational skills
- Meticulous attention to detail and document accuracy
- Ability to prioritise competing tasks and meet deadlines with minimal supervision
- Clear written and verbal communication skills
- Positive, collaborative approach across diverse teams

Financial accountability (Provide the budget/amount responsible for)

N/A

Key relationships with other roles and external stakeholders

- Head of NITV Strategy, People & Operations



- Production Supervisor
- Production Manager
- Senior Producer
- Executive Producer
- Producers
- Presenters
- Camera Op / Editors
- Freelance Contractors

Key Capability		
Capability	Level	Behaviour
<u>Adaptability and Flexibility</u>	Self	<ul style="list-style-type: none"> • Smoothly handles multiple demands and shifting priorities • Deals with interruptions positively • Modifies approach to suit different people • Is open to different points of view • Copes with organisational change positively • Deals with a minimal degree of ambiguity in own role •
<u>Influence and Persuasion</u>	Self	<ul style="list-style-type: none"> • Uses reason, data, facts and figures to express ideas and opinions • Provides well-reasoned arguments • Presents features and benefits of an idea, plan, product or service • Is persuasive when required • Identifies points of agreement and/or disagreement • Clarifies understanding and seeks commitment • States own point of view whilst acknowledging and respecting the views of others •
<u>Innovation</u>	Self	<ul style="list-style-type: none"> • Generates original solutions to problems • Contributes to creative thinking and ideas • Makes suggestions to refine current processes and procedures to create optimum efficiency • Participates in the implementation of new processes and procedures that improve current performance



		<ul style="list-style-type: none">•
<u>Interpersonal Sensitivity</u>	Self	<ul style="list-style-type: none">• Is attentive towards others and seeks to understand the viewpoint of others in terms of perspectives, attitudes, interests and position• Recognises the needs and motivations of others• Is sensitive to verbal cues in one-on-one interactions• Is sensitive to non-verbal cues in one-on-one interactions• Understands implicit and explicit emotions• Is respectful towards others and provides a reassuring presence•
<u>Learning Orientation</u>	Self	<ul style="list-style-type: none">• Takes part in organised learning and development opportunities• Recognises ideas that are similar to their own• Readily assimilates new information• Benefits from information and structured approaches to learning• Learns affectively from own experiences, both positive and negative• Seeks feedback on own performance•

Workplace Health & Safety

In relation to Work Health & Safety, you must comply with your safety responsibilities as detailed in relevant Acts, Regulations, Standards, Codes of Practice and the SBS Safety Management System (SMS)

All workers are required to:

- Take reasonable care for own safety and safety of others
- Cooperate with policies and procedures and directions from management with regards to health and safety
- Where hazards are identified, report them to line manager and take corrective action where able
- Report all work related incidents to line manager within 24 hours of occurrence
- Ensure workers, visitors and clients are :
 - made aware of their WH&S responsibilities
 - have received adequate safety induction and other WH&S information, instruction and training to enable them to conduct their work safely
 - follow safe work practices