

# MEDIA PRODUCTION CO-ORDINATOR

## LEVEL 4

### APPRENTICESHIP STANDARD

### HOW LONG DOES IT TAKE?

The expected duration  
of the programme is

**18 months**

### WHO WILL THIS PROGRAMME BENEFIT?

Anyone working within, or looking to work within, the creative media industries in a production management role. This could be as part of a production team delivering a film, TV or animated series, commercials, radio/audio production companies or in specialist post-production departments including VFX.

A Media Production Co-ordinator is responsible for supporting and delivering the operational elements of productions. This may include logistics, finance, personnel, equipment and/or content for productions, both on and off set, studio or on location. Specific roles and responsibilities may vary from production to production depending on the genre. They will interact with and support the Production Manager or VFX Producer and the wider production or post-production team and with clients and crew. On larger productions they may work in a team with production assistants working to them.

### THE PROGRAMME COVERS:

- ▶ Industry awareness, including end to end workflow process, technical needs of production and/or post-production teams, common file formats and resolutions
- ▶ Organisational knowledge
- ▶ Project Management, including use of appropriate documentation – schedules, scripts, call sheets, review notes, cast and/or crew lists etc
- ▶ Legal, regulatory and compliance requirements, codes of practice, health and safety, licences, contracts, copyright etc
- ▶ Effective monitoring and evaluation, including progress reports
- ▶ Resource planning – talent/crew, suppliers, technical equipment, locations etc
- ▶ Working with budgets
- ▶ Risk management
- ▶ Effective communication, building relationships and negotiating skills
- ▶ Creative problem solving
- ▶ Personal effectiveness



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### WHAT DOES IT INVOLVE?

Your learning experience is made up of a combination of learning methods to give you an immersive and varied experience and sources to draw from, including:

- ▶ Regular interactive face to face workshops (these vary but are typically monthly sessions; a 2-day workshop every 8 weeks; or quarterly bootcamps. On occasion, sessions may be delivered remotely).
- ▶ Set assignments & independent learning exercises
- ▶ Project work
- ▶ E-learning modules
- ▶ Peer to peer learning
- ▶ Progress reviews and mentoring calls/ meetings with development coach
- ▶ Some elements of the programme may also include other methods such as flipped workshops, webinars, shadowing, job swaps or exchanges and additional mentoring, if and when relevant

As this is an apprenticeship programme, your learning should equate to 20% of your normal working hours while on programme. We call this Dedicated Development Time. 20% may sound like a lot but the blend of methods used will be designed to weave and align naturally with your job role.

### ASSESSMENT & QUALIFICATIONS ACHIEVED

The End Point Assessment (EPA) is carried out by an external assessment organisation. It typically lasts around 3-4 months and takes place following successful completion of the 12 month practical period of the programme.

**For Media Production Co-ordinator, the End Point Assessment consists of:**

- ▶ Production project, presentation and supplementary questioning
- ▶ Professional discussion underpinned by a portfolio of evidence

On successful completion of this programme, delegates will have achieved the Level 4 Media Production Co-ordinator Apprenticeship Certificate.

