

NAMIBIA MEDIA HOLDINGS

NMH, an equal opportunity employer, has the following vacancy for a dynamic and energetic person with Namibian citizenship.

PRODUCTION COORDINATOR

Paterson Grade: C1

Job Purpose

Overseeing and being part of projects and events for studio and outdoor events, and bring the print engagements to the digital formats. Ensuring that the equipment knowledge for photography or video shoot participants/ staff need to complete various productions for both the studio or events are shared and upskill team members.

Minimum Qualifications, Education & Experience

- Diploma or degree in Fine Arts or Media Studies
- Good general knowledge
- Knowledge of topical issues and current affairs
- Valid driver's license
- Proficient in relevant computer software packages (i.e. Microsoft Office and Adobe Creative suite) and application
- Passion for media, knowledge of current affairs
- Established network of contacts

Skills & Competencies

- Creativity and video capturing and editing
- Able to work under extreme pressure and to strict deadlines
- Good time management and the ability to multi-task effectively.
- Sound news judgment
- Detail orientated
- Good people skills
- Quality orientated
- Good decision-making abilities
- Persistence/results orientated
- Questioning and listening skills
- The ability to work independently
- Resilient
- Initiative
- Presenting and hosting online programmes

Key Performance Areas

- Capture studio-quality photos and video
- Technical and creative assistance in and out of studio.
- Assisting all projects relating to the studio and events involving studio input
- Present programs when presenters are unavailable/ unable
- Ensure project deadlines are strictly adhered to

Duties & Responsibilities

- Standing in for Presenters when required
- Assist photographers and videographers on a daily basis with technical knowledge of equipment
- Taking in briefs, setting them up as jobs and adding them to the schedule
- Ensuring jobs are allocated to the correct person and with enough time to meet the deadline
- Forecasting weeks ahead, you'll identify projects at risk, flag resource requirements and book freelancers accordingly
- Create project schedules, critical paths for seasonal output, track and monitor projects, lead status meetings
- Develop and maintain good working relationships with other departments within the Organisation
- Keep accurate administrative records for all jobs worked on - manage expectations on delivery through clear communication and timely updates to in-house clients
- Oversee all jobs in both copy and design are moving through the process efficiently and are reaching deadlines
- Assist with any project, studio related queries
- Administration and organisational skills with the ability to manage project schedules and overlapping deadlines

Interested candidates who qualify for the above position can forward their CV, accompanied by a covering letter (compulsory), certified copies of qualifications and other relevant documentation to:

The Human Resources Department

E-mail: vacancies@nmh.com.na

Please write **“Production Coordinator - Paterson Grade: C1”** in the subject line

Only shortlisted candidates will be contacted.

No documents will be returned.

Closing date: 25 March 2021

Interviews: 31 March 2021