

# GORILLA

Gorilla TV is Wales' largest Post-Production facility with offices in Cardiff Bay and Cardiff City Centre and Bristol. We are currently looking for several staff to join our expanding teams.

## **POST PRODUCTION COORDINATOR**

Gorilla Group is looking to recruit a Booking Coordinator to join an experienced team at our Bristol Facility.

### **Role Responsibility**

You will be responsible for maintaining an up-to-date schedule, inputting bookings accurately, making best use of resources and according to an approved quote.

You will work closely with Post Producers from the early stages of a project through to delivery to multiple broadcasters, advising clients on the most efficient and cost-effective solutions, updating them and regularly on progress and costs.

### **The Ideal Candidate**

We are looking for an individual with excellent communication skills and a very good knowledge of software packages such as Excel and Word. You will need to be extremely organised and be able to work as part of a team. As well as the responsibilities above you will also be required to undertake additional tasks on request in a timely manner. The successful candidate will need to be able to perform well under pressure and handle a fast-paced environment.

You should already have a good understanding of post-production workflows, processes, and deliverables. Prior knowledge of scheduling software would be beneficial but not essential.

Please apply including CV and covering letter indicating level of experience and salary expectation range to [jobs@gorillagroup.tv](mailto:jobs@gorillagroup.tv)

**Closing Date for applications is 03.03.2023**

Location:      Bristol

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*Gorilla TV Ltd is an equal opportunities employer and embraces people with diverse perspectives and from diverse backgrounds. We are committed to reflecting and representing the diversity of the UK in all our activities.*

*Your Personal Data is very important to Gorilla TV Ltd and the information you supply will be collected and processed in accordance with the Data Protection Act 2018 and [Gorilla Privacy Notice](#). We will hold your CV for 6 months, unless you ask us to delete it earlier.*