

# PARTICLE6 | PRODUCTIONS

**Job Title:** Production Coordinator

**Location:** Hybrid (London-based)

**Duration:** Full-time

**Start Date:** ASAP

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## About Particle6

Particle6 is an award-winning creative production company blending boundary-pushing storytelling with cutting-edge AI. From original TV series and documentaries to brand campaigns and immersive content, we use the latest AI tools to enhance the creative process across broadcast and commercial work.

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## About the Role

Particle6 is seeking a highly organized, future-focused **Production Coordinator** to help manage our expanding slate of innovative productions and projects. You will work across development, pre-production, production, and post—ensuring every project is delivered smoothly, efficiently, and to the highest creative standard.

As we have a number of exciting projects in development and production, you'll need to be comfortable stepping into evolving **AI-driven workflows**. Prior hands-on AI experience is welcome, but not essential; what matters most is a curiosity about emerging tools and a willingness to explore how they can strengthen storytelling, efficiency, and creative ambition

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## What You'll Be Doing

- **Project Management:** Oversee the entire production process from development through post-production, ensuring projects run smoothly, efficiently, and meet creative standards.
- **AI-Driven Production:** Work closely with AI editors and creative teams to implement

emerging AI tools into traditional production workflows, optimising every stage of the process.

- **Cross-Department Coordination:** Collaborate with operations, creative teams, and external partners to ensure all projects adhere to timelines, budgets, and deliverables.
  - **Budget & Resource Management:** Manage production schedules, budgets, and resource planning to ensure projects are delivered on time and within budget.
  - **Workflow Optimisation:** Continuously identify and implement improvements in the production pipeline, leveraging new technologies and processes to enhance efficiency.
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## What We're Looking For

- Strong experience in production logistics, with a focus on creative and technical project management.
  - Familiarity with AI tools in the production process, and an interest in AI's role in transforming creative workflows.
  - Excellent organisational skills with a proven ability to manage complex projects and meet deadlines.
  - Strong communication skills, comfortable collaborating with cross-functional teams and external partners.
  - A forward-thinking approach to optimising production pipelines and a passion for emerging technologies.
  - A proactive, problem-solving mindset, and the ability to manage multiple projects in a fast-paced environment.
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Please contact [hire@particle6.com](mailto:hire@particle6.com) for any questions or if you require any accessible adjustments to the application process.

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## How to Apply

Please send your **CV** alongside any relevant information to [hire@particle6.com](mailto:hire@particle6.com).

**Note on Academic Grades:** Within your CV or email body, please provide a clear breakdown of your subjects and grades for both school (e.g., A-Levels/GCSEs, or international equivalents) and higher education. While we value academic achievement, we also welcome any brief context you'd like to provide regarding your results.

## **Accessibility**

Please contact [hiring@particle6.com](mailto: hiring@particle6.com) for any questions or if you require any accessible adjustments to the application process.

## **GDPR statement**

By applying you consent to Particle6 retaining your application for 12 months unless you say otherwise.

## **Privacy & Your Data**

We take your privacy seriously. Every application is reviewed manually by our hiring team. For full details on how we store your information and your rights under the Data Protection Act, please see our [Recruitment Privacy Notice](#)