

XICOIA

Job Title: Production Coordinator

Location: Hybrid (London-based)

Duration: Full-time

Start Date: ASAP

About XICOIA

XICOIA is an AI-driven creative studio, media representation company, and the team behind Tilly Norwood, “the first AI personality to feel like a genuine breakout talent.” We develop original entertainment formats, digital characters, scripted series, and cutting-edge content that blends human creativity with emerging technology, bringing forward the next generation of storytelling.

About the Role

We’re looking for a highly organised, future-focused Production Coordinator to help run XICOIA’s expanding slate of AI-led productions and projects. You’ll work across development, pre-production, production, and post - ensuring projects are delivered smoothly, efficiently, and to the highest creative standard.

This role is ideal for someone with experience in production logistics and who is excited by new workflows, emerging AI tools, and transforming the traditional production pipeline. You’ll collaborate with operations, AI editors, creative teams, and external partners to keep schedules, budgets, deliverables, and communication running flawlessly.

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 for any questions or if you require any accessible adjustments to the application process.