

# 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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## How to Apply

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

- **Right to Work in the UK** - please provide any details where necessary
- **Salary Expectations** - please provide a range or specific figure
- **Notice Period / Availability**

- **Academic Qualifications** — a full breakdown. Please include specific secondary school results (e.g. GCSEs or international equivalents) as well as any degree/higher education details. If any are unavailable, please clearly state this.

*N.B. We understand that everyone's journey is different and that qualifications don't always tell the whole story. As noted above, gathering this information is a standard part of our recruitment process — but we're very open to hearing about all experiences and circumstances, so please feel free to share any context you'd like us to consider.*

## **Accessibility**

Please contact [hire@particle6.com](mailto:hire@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](#).

*This role will require you to complete a self-declaration of any unspent criminal convictions prior to or at the commencement of your employment*