



## Senior Crewing Coordinator

**Job Title:** Senior Crewing Coordinator

**Status:** Full Time

**Dept:** GameTime Productions

**Division:** GameTime Productions, Nashville, TN or Remote

**Purpose:**

GameTime Productions is seeking an experienced Senior Crewing Coordinator to join our dynamic sports broadcast team. This purpose of this role to ensure our client event productions are staffed with top-tier technical and production crews while maintaining seamless communication, scheduling, payroll, invoicing and database management.

**Key Position Responsibilities:**

- Work with Production Manager, Technical Managers, Account Managers and Clients to source and schedule technical and production crews for live sports broadcasts both on-site and in our Nashville PCR; securing necessary agreements prior to event dates including pay rates, per diem, travel, etc. for various sizes of freelance crew provided to client for each event(s).
- Maintain an extensive Rolodex of industry contacts to ensure seamless staffing while building depth across all technical positions.
- Ensure compliance with union rules, labor regulations, and contractual obligations.
- Troubleshoot last-minute staffing challenges and problem-solve under pressure.
- Track and organize crew availability, ensuring optimized scheduling for all productions.
- Occasionally work on-site as Production or Logistics Coordinator for GameTime events.
- Work with the GameTime and third-party payroll vendor or crewing companies to coordinate the freelance crew compliance paperwork for onboarding, processing of timesheets/expenses and process accordingly through our third-party payroll vendor or crewing company.
- Provide direct, consistent communication to the crew regarding scheduling and payroll.
- Verify payroll for contractors and vendors, addressing discrepancies and collaborating with finance to make necessary corrections.
- Handle invoice reconciliation, ensuring accuracy in billing and cost tracking.
- Lead the onboarding process for contractors and vendors, ensuring all necessary documentation and compliance.
- Collaborate on all production tech books to ensure crew related updates are captured accordingly.
- Create crew & time sheets for all GameTime Production events. Responsible for distributing sheets to onsite Tech Manager and reconciling and actualizing timesheets/invoices to ensure timely crew payment.
- Serve as the primary liaison for communicating any crew-related changes or issues to Production Operations teams.
- Maintain meticulous records, ensuring up-to-date and accessible crewing information.

**Qualifications & Skills**

- 5+ years of experience in crewing coordination, specifically in sports broadcast production.
- Strong network of industry contacts and ability to recruit top-tier talent.
- In-depth knowledge of broadcast production crewing industry guidelines, labor regulations, and payroll practices. As well as knowledge of studio/remote television productions and operations.
- Experience with payroll processing, timecard approvals, and invoice reconciliation.
- Highly organized with extreme attention to detail and ability to multitask.
- Proficiency in Microsoft Excel and Google Sheets, including formulas, data tracking, and reporting.
- Strong written and verbal communication and problem-solving skills, able to work under tight deadlines.
- Ability to handle multiple projects simultaneously in a fast-paced environment. As well as the ability to work flexible, non-traditional hours including nights, weekends and holidays if needed
- High school diploma or equivalent required. Bachelor's Degree or equivalent experience preferred.
- Must be willing and able to travel to offices and events as required or necessary.
- Other duties as assigned.

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