



Job Description – Project Coordinator

Reports to: Head of Projects / COO

Close Coordination: Project Managers

Role Purpose

As a Project Coordinator at ES:ME, you are the operational backbone supporting the flawless execution of live events—concerts, festivals, corporate functions, small and large-scale productions from pre-event planning through post-event wrap-up. You coordinate logistics, manage resources, track finances, and maintain vital project documentation, ensuring every event runs seamlessly while upholding our standards of quality, safety, and client satisfaction.

The ideal candidate thrives in fast-paced environments, is detail-obsessed, and proactively solves challenges before they arise.

Key Duties and Responsibilities

Project Coordination

- Assist in developing and maintaining project timelines, schedules, and production plans in collaboration with the Project Management team.
- Coordinate with vendors, suppliers, and venues to ensure all project elements are secured.
- Collaborate with Warehouse Managers and Crew Managers to confirm logistics, crew bookings, and transport, ensuring costs are tracked against projects.
- Arrange accreditation, flights, and hotels for crew, ensuring all related costs are logged.
- Communicate project readiness with relevant departments through proper channels.
- Participate in post-event debriefings (show reports) to capture lessons learned and support continuous improvement.
- Coordinate with marketing team for all project related updates, information and required communications.

HireTrack NX

- Create and build projects in HireTrack NX based on approved briefs, ensuring alignment with Project Managers and Technical teams.
- Maintain accurate briefs and project data within HireTrack NX at all times.
- Generate rental quotes, dry hire agreements, and invoices within HireTrack NX.
- Track revenues from rentals and prepare financial performance reports.
- Support allocation and logging of sub-hires, dry hires, crew, and transport in HireTrack NX.
- Build internal dry hires across UAE, Saudi Arabia, and Qatar, working closely with Assets and HODs to confirm availability.



- Add new clients, vendors, and suppliers into HireTrack NX as required, coordinating with Business Development, Administration, and Operations teams.
- Record costs for crew, accommodation, and travel within HireTrack NX.
- Monitor project budgets and expenses within HireTrack NX to support cost control and financial reconciliation.

Financial & Administrative Support

- Assist Finance and Project Managers with invoice processing, expense reports, and reconciliations.
- Follow up on late payments, deposits, and reconciliation of missing equipment.
- Track project-related invoices and payments to ensure accuracy and timely submission to Finance.

Process & Quality Assurance

- Enforce compliance with ES:ME standards, client expectations, and health and safety regulations.
- Work closely with Heads of Departments to resolve operational issues effectively.

General Responsibilities

- Report incidents and injuries immediately.
- Maintain confidentiality of company, project, and client information.
- Support additional reasonable tasks as assigned.
- Always adhere to company policies, procedures, and safety standards.

Skills & Attributes Required

- Minimum 3+ years' experience as a Project Coordinator in events/live production.
- Strong knowledge of lighting, audio, rigging, and video equipment.
- Proficiency in ERP systems (Hiretrack NX essential) and MS Office Suite.
- Excellent organizational, analytical, and multitasking skills.
- Proven ability to perform under pressure and meet strict deadlines.
- Strong communication and stakeholder management skills.
- High attention to detail, proactive problem-solving, and reliability.
- Positive attitude and flexibility to work additional hours when required.
- Commitment to ongoing personal and professional growth.



Key Success Indicators (KPIs)

1. **Project Support** – % of project related tasks completed on time and within scope.
2. **HireTrack NX Accuracy** – Accuracy and completeness of project entries/briefs, costs, and allocations.
3. **Stakeholder Satisfaction** – Feedback from Project Managers, vendors, and clients.
4. **Operational Efficiency** – Proactive issue resolution before it impacts project delivery.
5. **Compliance & Safety** – Adherence to ES:ME quality and HSE standards.
6. **Continuous Improvement** – Documented lessons learned and implemented process enhancements.