

## Production Coordinator Interview Questions

1. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

2. What is the key to success when communicating with the public.

3. Describe methods you have found effective to review performer information such as photos, resumes, voice tapes, videos, and union membership, in order to decide whom to audition for parts.

4. What have you found to be the best way to audition and interview performers in order to match their attributes to specific roles or to increase the pool of available acting talent?

5. Share an experience you had in dealing with a difficult person and how you handled the situation.

6. Tell me how you organize, plan, and prioritize your work.

7. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

8. Give me an example of when you thought outside of the box. How did it help your employer?

9. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

10. Please share an experience in which you presented to a group. What was the situation and how did it go?

11. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

12. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

13. Provide a time when you dealt calmly and effectively with a high-stress situation.

14. Would you consider analyzing data or information a strength? How so?

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15. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

16. Name a time when your patience was tested. How did you keep your emotions in check?

17. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

18. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

19. What is the secret to select performers for roles or submit lists of suitable performers to producers or directors for final selection? Share an example.

20. What is the most challenging part of reading scripts and conferring with producers in order to determine the types and numbers of performers required for a given production?

21. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

22. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?

23. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

24. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

25. Provide an example when your ethics were tested.

26. Name a time when your creativity or alternative thinking solved a problem in your workplace.

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27. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

28. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

29. Name a time when you located performers or extras for crowd and background scenes, and stand-ins or photo doubles for actors, by direct contact or through agents.

30. Describe an experience when you prepared actors for auditions by providing scripts and information about roles and casting requirements.

31. How often do you attend or view productions in order to maintain knowledge of available actors?

32. What can some of the challenges be serving as liaisons between directors, actors, and agents? Share an example.

33. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

34. Name an example when you successfully negotiated contract agreements with performers, with agents, or between performers and agents or production companies.

35. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

36. What have you found to be the best way to arrange for and/or design screen tests or auditions for prospective performers?

37. Have you ever taught acting classes? If so, share an example.

38. Share an effective approach to direct shows, productions, and plays.

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39. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)