

## **Client & Project Coordinator (Part-Time) | Richmond/Hanover, VA**

**POWER UP Productions is hiring a Client & Project Coordinator to keep our production work running on time, on point, and off Amy's plate.**

**Not someone who needs to be chased.**

**Not someone who lets deadlines sneak up.**

**Not someone who waits for a task list every Monday morning.**

**We're a strategic video production company that helps leaders, founders, and mission-driven organizations close the gap between the work they do and the recognition they deserve. Our clients include non-profits, small businesses, B2B brands, and entrepreneurs. We don't make corporate filler — we build visibility that drives trust, funding, and revenue.**

**As the right-hand person to the founder and Creative Director, you'll work directly with clients and collaborate closely with our production team. Amy leads business development and creative direction. Andy, our Chief of Production, leads camera work and post production. What's missing is the person who keeps every client project tracked, every communication handled, and every shoot coordinated so Amy and Andy can do what they do best.**

*That's you.*

### **What You'll Do**

**You'll work directly with clients and collaborate closely with our team. Day-to-day, no two weeks look the same. You might be coordinating a shoot Monday, chasing an invoice Tuesday, prepping client deliverables Wednesday, and running status updates Thursday. This role is flexible by nature — you set your schedule around project needs and shoot days.**

- **Manage all client communications — status updates, scheduling, follow-ups, and day-to-day questions so clients always feel taken care of and Amy isn't the bottleneck**
- **Schedule and coordinate shoots — quarterly and monthly video productions across multiple accounts. Locations confirmed, talent prepped, timelines locked, nothing left to the last minute.**
- **Track every active project across every account — you know where every deliverable stands, what's due, what's next. Nothing stalls because no one was watching.**
- **Handle invoicing and payment follow-up — invoices go out on time, late payments get chased professionally, cash flow issues get flagged before they're problems**
- **Keep Amy organized on what's been delivered and what's coming — she shouldn't have to ask**

***(Continued)***

## What Success Looks Like

### Within 60 days:

- Clients hear from you before they have to ask where things stand
- Shoots happen on schedule because you locked down logistics — not because someone scrambled the week before
- Every active project has a clear status and next step — you can tell anyone on the team where things are at any moment
- Invoices are out, payments are tracked, nothing is slipping

**If Amy is still chasing project details or client follow-ups by Day 60, something isn't working.** Ownership is the whole point of this role.

## Who You Are

**Experience matters, but so does how you're wired. We're looking for both.**

### The personality:

- A self-starter who takes initiative and doesn't need to be micromanaged
- Detail-oriented to the point where people comment on it
- Someone who thrives in a **high-trust**, fast-moving environment
- A clear, confident communicator who's comfortable being the main point of contact for clients
- Someone who holds themselves to high standards — and doesn't need someone else checking their work
- Ready to hit the ground running and show up fully in this role

### The experience:

- 2+ years managing multiple projects or client accounts — in production, agencies, events, nonprofits, or **any environment where things fall apart if someone's not on it**
- Client communication and relationship management
- Strong writing skills — your emails are clear, professional, and don't need editing
- Experience with project management tools (Trello — or similar)
- Comfort with Google Workspace and keeping multiple workstreams moving without dropping threads

### Bonus points:

- Experience in video production, creative agencies, or marketing environments
- Familiarity with invoicing tools or basic bookkeeping
- An eye for brand aesthetics — you don't need to be a designer, but you should know what looks good and why

Our clients are service-based businesses and mission-driven organizations, so an understanding of how to support relationship-driven work — not just move widgets — is essential.

## The Opportunity

**POWER UP is growing. We have active retainer clients, quarterly production contracts, a membership community expanding into new markets, and new business coming in. This role grows with the company — more clients means more coordination, more shoots, more responsibility.**

**This engagement includes a 90-day check-in. For the right person, this becomes a long-term role that scales with POWER UP — with expanded scope, more hours, and the potential to transition into a permanent position.**

## Work Environment & Schedule

- This role is flexible by nature. You set your own schedule around project needs and shoot days.
- You'll need to be local to Richmond, VA and available for in-person shoots and occasional team collaboration throughout the week.
- Most admin and coordination work is remote. Shoot days and client meetings are in-person.

## Benefits & Perks:

- Flexible scheduling
- Professional development opportunities
- Networking within the creative and production industry in Richmond
- Complimentary headshots and brand photography sessions
- A seat at the table in a growing company — your input matters here

## How We Hire

**There's a paid trial. We work together on a real client account before anyone commits. We hire intentionally.**

## Our process:

- A conversation — we want to see how you think and communicate, not grill you
- A short practical exercise — something real, so we can see how you approach coordination
- A paid trial period (2–4 weeks) managing one client account. Real work, real pay.

We're reviewing applications on a rolling basis and will reach out to schedule conversations as strong candidates come through. The right person could start as soon as we find them.

## What This Role Is NOT

- A position where you wait for a task list every Monday — you see what needs to happen and you handle it
- A passive part-time gig — this is the operational engine of a production company that's scaling
- A fit for someone who isn't available for in-person shoots and collaboration in Richmond
- A role for someone who needs a predictable, identical schedule every week

- For someone who views client communication as “admin work” — it’s the backbone of what we do

## **Details**

**10–15 hrs/week · \$22–\$28/hr · 1099 Independent Contractor · Hybrid in Richmond · Grows with POWER UP**

**To apply: [amy@powerup-productions.com](mailto:amy@powerup-productions.com)**

**One rule: Don’t apply without showing us how you think. Tell us about a time you kept a multi-project operation from going off the rails. Be specific. That’s your application.**

**At POWER UP, we care about excellence, ownership, and showing up well — for our clients and for each other. We value proactive communication, shared wins, and a work environment that’s equal parts supportive and ambitious.**