

Role Profile

Job title : Partnerships Teaching Assistant
Department : Aardman Academy
Pillar : Operations

Function of the department & main purpose of the role:

Department function:

The Aardman Academy serves as a hub for nurturing and developing talent within the animation industry. Through its bespoke courses, workshops, and masterclasses, the Academy supports individuals at all career stages, from beginners to seasoned professionals. The department's mission aligns with the broader company goal of fostering creativity and excellence in animation.

Job Purpose:

The Partnerships Teaching Assistant supports the delivery and coordination of Aardman Academy's university, commercial, and institutional partnership programmes. Working closely with the Head of Academy Partnerships, this role provides the hands-on production, teaching, and administrative support that enables the partnerships department to operate at world-class standards.

The partnerships department is the Academy's primary engine for new institutional income, covering B2B training, university partnerships, and the Academy's most significant long-term commitment: the RCA MFA in Stop Motion Animation with the Royal College of Art. The Partnerships Teaching Assistant plays an active role in supporting all of this work, from coordinating logistics and managing enquiries to contributing directly to programme delivery and workshop teaching.

This role requires genuine hands-on knowledge of stop-motion animation production. The postholder is not purely an administrator. They are expected to contribute substantively to workshops and masterclasses, support the design and preparation of course materials, and bring practical industry knowledge to the learners and institutions the Academy serves.

Key Responsibilities:

Programme Delivery and Teaching Support:

- Support the delivery of university partnership programmes, B2B training, and Academy masterclasses, contributing directly to workshop sessions and learner-facing activity where appropriate.
- Assist in the preparation of teaching materials, session plans, and course resources for partnership programmes, working with the Head of Academy Partnerships and external contributors.
- Help identify, brief, and coordinate Aardman professionals and external industry contributors delivering content within partnership programmes.
- Support the delivery of Health and Safety inductions and studio orientations for visiting university groups and B2B learners.
- Act as a point of contact for learners during workshop delivery, providing practical support and ensuring sessions run smoothly.

RCA MFA Partnership Support:

- Support the operational and logistical preparation for the RCA MFA in Stop Motion Animation programme, which begins Year 2 delivery at Aardman in 2028.
- Assist the Head of Academy Partnerships in coordinating between Aardman Academy and the Royal College of Art on programme planning, scheduling, and learner communications.
- Help prepare studio space, equipment, and materials for postgraduate cohorts, ensuring the environment meets the standards expected of an MFA-level programme.
- Contribute to the development of teaching resources and curriculum materials for the MFA programme, drawing on practical production knowledge.

University and B2B Coordination:

- Monitor and respond to incoming enquiries from university partners, prospective B2B clients, and institutions, ensuring prompt and professional communication.
- Support the coordination of logistics for university visits, bespoke training events, and partnership programme delivery, including space booking, equipment preparation, and scheduling.
- Maintain accurate records of partnership activity, learner engagement, and event delivery, supporting reporting and quality assurance processes.
- Assist in the preparation of proposals, presentations, and programme outlines for new and existing partnership clients, working under the direction of the Head of Academy Partnerships.

Finance and Administration:

- Maintain operational budgets for individual partnership projects and events, tracking spend accurately and flagging variances to the Head of Academy Partnerships.
- Oversee purchasing and ordering for B2B and university programme delivery, including materials, kits, and resources.
- Support the preparation of invoices, financial claims, and budget reports for partnership activity.
- Ensure administrative records for all partnership programmes are accurate, well-organised, and compliant with Academy quality and data protection standards.

Industry Awareness and Community:

- Maintain an active awareness of the animation industry, higher education landscape, and relevant events, sharing insights with the wider partnerships team.
- Represent Aardman Academy professionally at partnership events, university visits, and industry occasions as appropriate.
- Support the Head of Academy Partnerships in identifying new opportunities for B2B relationships, university partnerships, and collaborative programme development.

Team and Collaboration:

- Work closely with the Head of Academy Partnerships, providing reliable support so Rachel can focus on developing relationships, securing new partnerships, and managing the RCA agreement.
- Collaborate with the Marketing and Student Experience coordinators on communications and learner-facing materials for partnership programmes.
- Support the wider Academy team during busy delivery periods, contributing to shared priorities across departments where needed.

Person Specification:**Essential:**

- Professional experience in stop-motion animation production, with the ability to contribute credibly to workshop delivery and learner support at an industry level.

- Strong coordination and project management skills, with the ability to manage multiple concurrent tasks accurately and reliably.
- Excellent communication skills, with confidence engaging professionally with university academics, commercial clients, and animation industry professionals.
- Sound understanding of Health and Safety in a studio or workshop environment.
- Experience in an educational, training, or skills development context, whether as a tutor, coordinator, or production professional contributing to learning.
- Good financial awareness, with experience tracking budgets and managing operational expenditure.
- Self-motivated and comfortable working with significant autonomy within a small team.

Desirable:

- Experience of working in or alongside a higher education setting, including familiarity with how university partnerships operate.
- Experience contributing to curriculum or course design for professional or academic audiences.
- Outward-facing presence and confidence in building relationships across sectors and institutions.
- Awareness of postgraduate or MFA-level programme structures and expectations.
- Experience working with commercial clients or in a B2B training environment.
- Familiarity with Microsoft 365 and standard production or project management tools.

Context:

Aardman Academy's partnerships department covers university collaboration, commercial B2B training, international institutional agreements, and the Academy's most significant long-term commitment: the RCA MFA in Stop Motion Animation with the Royal College of Art. This is a 10 to 15 year initial partnership, approved by RCA Senate, with Year 2 delivered at Aardman from 2028.

University partnerships currently generate significant annual income at strong margins, and the B2B training portfolio serves broadcasters, studios, and creative organisations seeking industry-led professional development. The Partnerships Teaching Assistant supports all of this activity directly and plays a hands-on role in ensuring delivery meets the world-class standards Aardman Academy is known for.

The Academy was rated Significant Progress by Ofsted in 2025 (the highest rating available for new providers) and is ranked among the top film schools globally. The Partnerships Teaching Assistant joins at a pivotal moment, as the Academy prepares to launch its first postgraduate programme and continues to grow its institutional and commercial reach.