

## Role Profile

<b>Job Title</b>	:	Runner
<b>Department</b>	:	Production
<b>Contract</b>	:	Project Based
<b>Pillar</b>	:	Production

An exciting opportunity to work on a stop frame/ mixed medium series for Aardman Animations.

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### Function of the department/section & main purpose of the job

The Production Team is responsible for the efficient management of the production. As well as providing support and clear scheduling of work to all other departments.

Working as part of a busy team, the Runner will be responsible for providing an efficient and professional running service to all aspects of the Production.

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### Main Duties & Responsibilities:

*(This is a summary of the main tasks & responsibilities and is not intended to be exhaustive.)*

- Running general errands across the production as required.
  - Supporting the Production Floor Manager with general administration duties such as filing, shredding and sorting & delivering departmental post.
  - Going out of the studio to assist buying materials required by various departments such as art and puppets. Keeping track of receipts to submit to accounts.
  - Supporting the production team both on and off the shooting floor.
  - Supporting the Assistant Directors on the floor as required and helping prep for shoot.
  - During shoot providing the support required across all dept to keep the production on schedule.
  - To support the Production Floor Manager and Production Manager in tasks both weekly and daily, Including keeping the studio environment and production office clean and tidy.
  - Covering edits or other work sessions out of standard hours to provide support to production personnel.
  - Collecting and distributing items in and around Bristol using company transport, this includes visiting the other company site.
  - To assist the Production Assistant and Assistant Directors with puppet wrangling and tracking.
  - To observe the provisions of the Health and Safety at Work Act.
  - To support the Production team maintaining the security and confidentiality of the production.
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### Person Specification:

- A clean driving licence is essential.
- A flexible and hard working attitude is essential.

- Enthusiastic, can-do approach and reliability are essential.
  - Good interpersonal skills are important.
  - Ability to organise and motivate yourself
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**Responsible to:**

- Production Floor Manager
  - Production Manager
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**Specific Functional Contacts:**

- Animation Department
- Production Department
- Puppet Department
- Rigging Department
- Art Department
- Camera Department
- CG/ VFX Department
- Edit Department