

Role Profile

Job Title	:	CG Production Coordinator
Department	:	Development & Creative Pillar
Band	:	2

An exciting opportunity to work on a CG animated series development phase.

The Development and Creative Pillar promote and sustains creativity across the company with a priority on Comedy, Character, Story and Craft. The team develop Aardman intellectual property and other content with new or existing characters to ensure a flow of inspirational, high-quality content for the studio production slate. The Pillar is responsible for identifying talent and strong ideas & developing projects from initial concept through script, design and into production. The department is also a resource for creative talent across the company and provides strategic creative direction to content planning across our key legacy IP and content collaborations.

Duties & Responsibilities:

- To coordinate the day-to-day tasks of the Art Director, CG Crew, Designers and other artists. Feeding into the Production Manager's (PM) overall coordination of daily tasks.
- Working closely with Production Manager to develop and maintain appropriate workflows across the project.
- To act (under PM) to be main point of contact for crew.
- Organise (and attend where appropriate) meetings for Art Director, creative briefs, feedback, client reviews, internal reviews, production meetings and sign offs. To schedule these sessions to keep on track within the development production schedule.
- Reaching out to crew, freelance and in-house talent for availability, make preliminary bookings, raise CBF's, NDA's, monitor and issue crew contracts as directed by Production Manager or Producer.
- Responsible for filing & tracking creative materials (Artwork, Designs, Renders, Scripts and Deliverables). Ensuring good housekeeping of filing systems for others to be able to navigate and locate assets easily. Highlighting to PM, Producer or Dev Exec where things are still outstanding.
- Coordinating the day-to-day running using Production Flow Tracking (ShotGrid) and Excel. Highlighting issues with PM and Producer.
- Responsible for project meetings organisations, visits and client meetings (rooms, technical set up & support, drinks, food, agendas, travel, call sheets if needed etc.), attendance where needed, and detailed note taking.
- Issuing daily schedules & to do lists and highlighting any problems to the Production Manager/Producer immediately. To ensure the smooth running of all development projects.
- Organising circulation of creative materials for review, plan meetings, note taking and helping Art Director to distribute notes and feedback to crew, where needed.
- Communication with all crew to make sure everyone is aware of the schedule and deadlines.
- Working closely with Aardman's internal CG department to ensure smooth running of schedule, briefing, reviews and delivery of assets.
- Organise and attend daily morning kick off with crew, highlighting issues and challenges.
- Taking notes in meetings and collating Executive and Client notes and feedback and track, save and distribute, where appropriate.

- Help with gathering information and scoping materials for subsequential development and production phases.
- Adhering to a high standard of organization and processes, as though in a full CG series production.
- Perform any other tasks as required by the PM to help ensure the project stays in budget and on schedule.
- To work with PM on crew timesheets, invoices, contracts, tracking, holiday and sickness.
- To keep up to date with and ensure implementation of the company's ED&I aims and standards as it applies to the role.
- To understand and implement GDPR as required in the Development pillar.
- To observe the provision of the Health and Safety at Work act, both as an employee and in a supervisory capacity. To implement appropriate systems of work to ensure effective and safe management of all production activities in accordance with Aardman's H&S policies.

This list is not exhaustive.

Responsible to: Producer, Production Manager

Person Specification:

- Prior CG production coordination experience is non-negotiable.
- Excellent and highly experienced with Microsoft Office – in particular Excel, Word, Outlook and Teams, Google Meet. (essential)
- Proficient and experienced in the use of Production Flow Tracking (ShotGrid), PowerPoint, Acrobat and Final Draft. (essential)
- Some knowledge of software such as Photoshop, Houdini, Maya and Solaris. (desirable but not essential)
- Proactive and enthusiastic, excellent organisational skills with very strong attention to detail.
- Scheduling experience. Experienced with compiling, interpreting and coordinating schedules.
- A desire to grow in production aspect in career trajectory.
- Able to prioritise and work to deadlines under pressure.
- Excellent communication skills – both written and verbal.
- Mature but friendly demeanour and a strong team player.
- A high level of discretion and diplomacy, and efficiency.