

## Role Profile

<b>Job Title:</b>	Production Manager
<b>Project:</b>	Stop Frame Shaun The Sheep project
<b>Contract:</b>	49 weeks
	Start date: January 2024 – 22 <sup>nd</sup> December 2024 with a possible short extension in 2025 to complete the production.

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An exciting opportunity to be a pivotal role in Aardman's latest flagship Shaun the Sheep project. Based initially at Gas Ferry role with relocation to Aztec West in the spring. The role is full time from end of January 24.

### **Purpose of the role:**

To assist the Producer in all aspects of the production, working between the production office and studio floor. To set up, organise and manage the production and production team, run the studio shoot, liaise with the director, producer and crew to ensure the smooth day to day running of the job.

### **Duties & Responsibilities:**

- To produce and maintain the Day-to-day shooting schedule, and department schedules with input from the Producer and Director.
- To set up and supervise the studio floor during the production and take responsibility for day to day running of the shoot highlighting potential problems to the Producer and suggesting solutions.
- Liaise effectively with technical and craft departments (eg VFX/Post, Production Technology, Art department & Modelmaking) to ensure agreed schedules and budgets are adhered to.
- To manage the crew to ensure an efficient and pleasant working environment.
- To help plan and troubleshoot the pipeline for the production.
- To aid with the series budget when requested.
- To work closely with the company's other Production Managers, Coordinators, the larger Production Technology Department and infrastructural departments to ensure the project is smooth running.
- Management of Production Coordinator, Assistant Directors and Unit Runner. Delegation of work to production team.
- Working with Aardman legal to ensure crew contracts occur in time, and freelancer invoices are paid quickly.
- Working with the Marketing and Licensing department to facilitate and produce required assets such as production stills and publicity materials in line with an agreed budget and schedule.
- Diary management.
- To understand and implement GDPR.
- To observe the provision of the Health and Safety at Work Act

This list is not exhaustive.

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**Responsible to:**

Producer

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**Person Specification:**

- A proven track record in Production Management
- Stop-frame animation experience
- Experience in scheduling
- Proficient Microsoft Word and Excel skills
- Strong organisational and leadership skills
- Proactive and enthusiastic
- Able to prioritise and work to deadlines under pressure
- Excellent communication skills – both written and verbal

*Aardman strives to be the most inspirational animation company in the world creating world class entertainment to a diverse and intergenerational global audience. We aim to lead the way in both our content and our professional principles, ensuring diversity and inclusion is inherent to the development and production of all our content - both on and off screen. Aardman is committed to building a culturally diverse workforce and strongly encourages applications from underrepresented groups. We are committed to equality of opportunity and welcome applications from all individuals and are always happy to discuss flexible working needs.*