

Role Profile

Job Title: VFX Production Coordinator
Department: Production
Contract: Project-based
Pillar: Production

An exciting opportunity for a CG/ VFX Production Coordinator to join this stop frame animated series. 19 x 7 minute episodes.

Function of the department / section and main purpose of the job

The purpose of this role will be to work with the VFX Producer and Snr CG/ VFX Coordinator to provide support to the CG and VFX team.

Duties and responsibilities

This is a summary of main tasks and responsibilities and is not intended to be exhaustive.

- To support the VFX Producer, Snr CG/ VFX Coordinator, VFX supervisor and CG Supervisor throughout post production and into episode delivery.
- To support the CG, VFX, 2D animation & the DMP team to ensure effective communication between departments and advise on where communication problems are occurring.
- To organise, attend and take notes for Comp and 2D meetings and dailies. Distributing notes to the relevant teams and updating tasks on Shotgun.
- To organise 2D animation briefs and director check-ins and to take relevant notes within Shotgun.
- To assist in the creation and maintenance of production tracking systems, primarily within Shotgun, and to ensure Shotgun is kept up to date with relevant information. This will include shot creation, review notes, and other production details.
- To work closely with the VFX editor and entire editorial team to ensure cut updates and versioning is tracked both in and out of edit.
- Track CG, VFX & the DMP team timesheets including sickness and holiday.
- Perform any other tasks as required by the Production to help ensure the project stays in budget and on schedule.
- To observe the provision of the Health and Safety at Work Act.

Person specification :

Animation or VFX Production experience is a must. Also requires:

- Excellent Shotgun skills are a must including shot creation, including navigation, playlists, notes app, filters and page creation.
- Proficient in the use of Excel and Word, PC, MS Office, Outlook and Teams. Some knowledge of Photoshop a plus.

- Excellent interpersonal and motivational skills, innovative problem solving, accuracy, attention to detail, organised, follow-through, proactive approach, multi-tasking and excellent communication skills essential.
 - Must be able to take, clarify and turnaround excellent notes quickly.
 - Scheduling experience. Experienced with compiling, interpreting and managing schedules.
 - Keeping to strict deadlines and delivery schedule to stay on track, communicating these clearly to the departments.
 - Well organised, excellent attention to detail.
 - Must be prepared to be flexible and a team player.
-

Responsible to: VFX Producer

Specific Functional Contacts:

- VFX supervisor
- CG Supervisor
- Snr CG/ VFX Coordinator
- Director
- Producer
- Production Manager
- External Clients
- Editor & Edit Team
- Heads of Department
- Coordinators
- CG and VFX Team members
- Facilities