

Job Description

Job Title : 2nd AD
Department : Chicken Run 2

Job Purpose:

To support the 1st Assistant Director in ensuring that the shooting schedule is adhered to. To support the Director and Co Director on floor visits and in editorial reviews. To ensure that time spent turning around sets is kept to a minimum. To help create a calm and efficient working environment, for all animators and crew.

Duties & Responsibilities:

- To support the 1st Assistant Director in achieving the daily shoot schedule via effective management of the Directors time on the floor and in Editorial.
 - To chaperone the Directors and run floor visits and Editorial reviews ensuring that all crew and assets are available as required to maximise the efficient use of the Directors' time.
 - To have a full understanding of the weekly shoot schedule and be able to advise Directors on the impact of creative choices and flag any potential delays to the 1st AD.
 - To ensure that all crew are aware of priority orders on their units as dictated by the schedule or 1st AD.
 - To identify when changes to the Director's diary may be required to maintain the daily schedule and request them via the 1st AD. If approved to clearly communicate these changes to all affected depts. in good time.
 - To work with the other Second AD to manage the 3rd ADs and Floor Assistant making best use of the team's time to support the 1st AD and floor crew in meeting the needs of the schedule.
 - To notify the 1st AD of any suggested schedule changes immediately and confirm approval before moving forward.
 - To assist the 1st AD in a practical manner whenever necessary.
 - To track production data when required for the 1st AD/Production Manager.
 - To produce a draft of the Director's floor diary for approval by the 1st AD.
 - To produce a draft of the daily shooting schedule for approval by the 1st AD.
 - To observe the provisions of the Health and Safety at Work Act and keep abreast of H&S issues. To alert the 1st AD of any potential problems.
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Person Specification (background, skills and experience):

- 2nd AD experience essential

- Stop motion experience essential
- Proficient MS Office skills required
- Proven team building and team playing skills
- Excellent attention to detail

Responsible to:

- 1st AD/Production Manager