

Role Profile

Job Title: Associate Editor
Department: Editorial
Contract: Project-based
Pillar: Production

Function of the department/section & main purpose of the role:

An exciting opportunity to join the editorial team as Associate Editor on a stop frame/mixed medium series for Aardman Animations 21 x 7 mins.

To work closely to support the Editor, Director and Production team by helping the Editor with animatic assemblies and additional tasks required. During the shoot this role would also involve cutting in animated shots, helping with temp VFX and conforming VFX shots when needed. This role would also help to oversee the Assistant Editor, providing help and guidance where necessary. They will assist the Editor and the whole Editorial Team with technical processes from pre-production through to delivery.

Main Duties & Responsibilities:

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

- Assist the Editor in organising and co-ordinating the work of the department to make sure deadlines are met on day-to-day tasks and milestones such as client animatic sends.
- To compile and edit specific episodes or sequences as directed by the Editor and Directors. To make revisions to the animatic as requested by the Editor, Director and to action client feedback.
- To come up with Creative solutions to the production parameters and client notes.
- To work closely with the story team, especially the Storyboard Director and Script/Story Coordinator.
- To assist in building 21 animatics that work in line with the budget and schedule provided by production. This will include managing the shot count and animation growth to an agreed percentage.
- During production, to work with the Editor to cut in shot material and review with the animation directors.
- To insert music, dialogue and sound effects.
- To assist in scratch and final dialogue recording.
- To oversee and encourage the Assistant Editor in their work, mentoring them as needed.
- Liaise with all other departments in order to ensure the effective flow of work and the technical support team with particular reference to setting up/development of the pipeline.
- To help with Assistant tasks when necessary. Including, but not limited to; importing storyboards and other mixed media, breaking down and logging dialogue records, providing references to the Studio Floor during shoot and providing references and turnover elements to the VFX and CG departments when necessary.
- When required, to work with the Assistant Editor to ensure that EditReader is up to date with the live versions of the Edit. They should help to track and flag any changes to picture or sound and communicate any changes to Production, VFX and Studio Floor departments.

Date & Initial: 21/10/26 HC/JW

- To observe the provision of the Health and Safety at Work act. To implement appropriate systems of work to ensure effective and safe management of all post production activities in accordance with Aardman's H&S policies.
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Person Specification

- Strong storytelling.
 - Good sense of action/ comedy timing.
 - Confident and experienced with Avid Media Composer.
 - Knowledge & understanding of the following software: Adobe Photoshop, Adobe Media Encoder, DaVinci Resolve, EditReader
 - Thorough knowledge of current stop frame animated series methodology and technology, in terms of editorial and the wider production
 - Prior experience of an animated comedy series or animated film.
 - Working on developing creative cutting skills.
 - Experience working with Directors.
 - Excellent File Management.
 - Able to work affectively under pressure and to tight deadlines
 - Highly organized / efficient working method with excellent attention to detail
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Specific Functional Contacts:

- Director
 - Storyboard Director
 - Floor Manager
 - CG Supervisor
 - VFX Supervisor
 - Animation Directors
 - Production Department
 - Camera Department
 - CG and VFX Department
 - Production Technology
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Responsible for: Assistant Editor

Responsible to: Editor, Producer, Line Producer, Director
