

Role Profile

Job Title: Production Coordinator – Art & Design (Maternity Cover)
Department: Production
Contract: Project-based
Pillar: Production

An exciting opportunity for a 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 coordinate the activities in Art and Design departments on an innovative, vibrant and exciting new stop motion series ensuring efficient communication across the series production and it's day to day tasks.

Duties and responsibilities

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

- To work with the Production Manager, Producer and Creative Leads (in Art & Design Departments) to coordinate a talented and exceptional team of artists, you will support the Production Manager to coordinate their activities, helping them to deliver to tight deadlines in a fun, hard working and creative atmosphere. You'll be working with a diverse team in the Art Department as well as with the Production Designer and DMP Artist.
- To work with the Creative Leads and the Production Manager on the series of client delivery, notes and approvals required. In Art this will be across Production Design, Art Direction, Prop Design, Build and Set Dressing and DMP. Specifically Production Design will be across episodic concept design, mid ground design, FX and graphics design. In DMP this will be across DMP creation for episodes.
- Keeping client deliveries and deadlines on schedule will be essential in this role.
- Managing the Production Design Schedule and keeping this on track.
- To assist the Production Manager with managing the Directors time and diary for Art and DMP related activities. To attend Director reviews with Art and Design departments, take detailed notes to circulate post-meeting, and track any amends. To attend the pre production meetings and assist in coordinating any action points and follow ups required for the Art Dept and Production Design
- With the Production Manager and Creative Leads, maintain key coordination and tracking for all elements across, sets & props, tracking status, approvals and next steps, from design through build, look dev and to delivery for the studio floor.
- To be a key contact for CG/VFX and manage requests between them and the art department and Production Designer. This will also include tracking texture reference and scanning of puppets and props. To make sure that clear handovers are done between departments and that CG/VFX have everything they need.
- To package up and prep client WIP sends as per the schedule.

- Working with the Production Manager, to ensure a successful filing and tracking process is underway for all client deliveries, notes and approvals across all stages of the build process. Making sure these are logged and filed on the server in an organized manner.
- Ensure that reference material is available to all departments.
- To work with the production floor team and keep them updated on all changes where appropriate in status of sets and props, and to maintain a good level of communication between the AD's and floor departments.
- Working with the VFX team in coordinating tasks around CG Midground design and DMP.
- Managing the DMP Schedule in Shotgrid and keeping this on track.
- To work with the Creative Leads and Production Manager on Set Breakdowns.
- Coordinating Legal database and tracking legal issues and flagging potential legal clearance issues for Art Assets such as graphics, names, images etc.
- To work with the Junior Production Team on the crew timesheet and tracking team holidays and sickness.
- To work with the Production Team to make sure Pre-Production Meeting notes are checked and uploaded to Reader in a timely manner.
- Log all assets in digital asset library at the end of the delivery of each episode.
- Research and suggest alternative cheaper/sustainable products to coincide with Albert Sustainable Production Certification.
- To observe the provision of the Health and Safety at Work Act.

Person specification:

Stop Motion Animation Production experience is a must. Series work is also highly desirable. Also requires:

- Understanding of design & art processes and roles.
- Excellent interpersonal and motivational skills, innovative problem solving, accuracy, attention to detail, organized, proactive approach, multi-tasking and excellent communication skills essential.
- Proficient in the use of Excel and Word, PC, MS Office, Outlook applications, Teams. Some knowledge of Shotgrid and Photoshop a plus.
- Scheduling experience. Experienced with compiling, interpreting and coordinating schedules.
- Exceptional literacy and reporting skills.
- Keeping to 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: Production Manager, Producer, Supervising Art Director and Art Director

Specific Functional Contacts:

- Key Art & Puppet creatives
- Art & Puppet Department Crew

- Director
 - External Clients
 - Heads of Department
 - Coordinators
 - Facilities
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