



## Job Description

<b>Job Title:</b>	Production Coordinator
<b>Department:</b>	Production
<b>Location:</b>	Aztec West
<b>Hours:</b>	Mon- Fri 40 hours 9am-6pm
<b>Contract:</b>	15 <sup>th</sup> July 2024 – November 2026 <i>(TBC Pending Production Greenlight)</i>

An exciting opportunity for a Production Coordinator to join this stop frame animated series from start of production through to delivery of all episodes. 19 x 7 minute episodes. *The role is pending green light in July.*

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

The purpose of this role will be to work with the Production Manager and Producer throughout the series from script through to delivery of episodes. This role will coordinate specifically- production, script & story before moving onto CG & VFX.

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### 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 Script Executive to maintain a professional and supportive atmosphere where writers, artists and editors can work to create scripts and images that visualize the series episodes, while meeting the needs of Production.

To coordinate the episodes in Script, Story and Edit from Treatment stage through to final Animatic for 19 x 7 minute episodes.

To arrange and take notes in writers brainstorm sessions and circulate with the relevant creatives.

To work with the Script Executive to track and compile client notes, to keep client deliveries and notes deadlines on schedule. To make sure notes are discussed and addressed by the key creatives involved. To coordinate client meetings to discuss notes when required and follow up on any action points.

To work with the Writing Team and Story Artists, and the Director, arranging pitches, briefings, reviews and daily meetings. As well as scheduling and tracking artists work daily.

To liaise with edit in making sure boarded episodes when available are brought into the AVID and made ready for Director review. To follow up on notes required from the edit that need fixes scheduled and delivered.



Maintain, number and track all Story Department artwork so that any particular board can be quickly and easily located.

To take specific responsibility for generating and maintaining the voice recording script.  
To coordinate voice recording sessions including the preparation and transfer of animatics to recording studios. Plus organizing talent travel and providing call sheets.

To keep a log of story clearance issues and liaise with the Production Manager on story points that need clearance.

Ensure that Story reference material is available to all departments and that the story team also have the latest artwork available for design.

To keep the production floor updated on all changes in status of episodes and to maintain a good level of communication between the AD's and the edit dept.

As we ramp down in story/edit and enter post production on the series this role will transition to supporting the CG/VFX Production Manager, VFX supervisor and CG Supervisor throughout post production and into episode delivery.

To support the CG, VFX & the DMP team to ensure effective communication between departments and advise on where communication problems are occurring.

To organize, attend and take notes for meetings and distribute them to the relevant teams.

To assist in the creation and maintenance of production tracking systems, primarily within ShotGrid, and to ensure the production tracking system has up to date and 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 story, edit, 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.

Responsible to: Production Manager, Producer, , Script Executive and VFX & CG Production Manager

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Specific Functional Contacts:

VFX supervisor

CG Supervisor

Director



Producer  
Production Manager  
Script Executive  
External Clients  
Head Writer & Writers  
Editor & Edit Team  
Heads of Department  
Coordinators  
External agents, facilities houses, recording studios  
CG and VFX Team members  
Facilities

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### **Person specification**

Animation Production experience is a must. Also requires:

- Proficient in the use of Excel and Word, PC, MS Office, Outlook applications, Teams. Some knowledge of Photoshop a plus.
- Must be adept at learning computer tracking systems. Some knowledge of Shotgrid/ Flow a plus.
- Excellent interpersonal and motivational skills, innovative problem solving, accuracy, attention to detail, organized, 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.