



Role Profile

Job Title : Digital Producer – Maternity Cover
Department : Interactive

About Aardman Interactive:

Aardman is an award winning animation studio with over 40 years heritage of making animated entertainment for audiences around the world, across feature films, TV series and commercials and more recently games, apps, AR and VR.

Aardman's mission is to put characters & storytelling at the heart of everything we make, and for the last 10 years the interactive team having been finding new homes for these characters in the current and emerging digital spaces of games, apps, AR and VR.

The work we do is an exciting, innovative and diverse mix of digital entertainment and educational products for family audiences with our own characters but also independent productions and work for hire with partners such as BBC, British Council, NSPCC, Sky and The Science Museum.

Based in Aardman's vibrant dockside HQ in the centre of Bristol, the Interactive department is a creative and relaxed team of directors, designers, artists, developers and producers.

In November 2018, Aardman became an Employee Owned organisation, ensuring that the studio remains independent and securing the creative legacy and culture of the company for the future.

Main Purpose of the job:

We are looking for a hands-on Producer/ Project Manager to join our Producer team with a strong track record of successfully delivering high quality games, apps, websites and other digital experiences, particularly for young audiences.

The role involves the management of projects from scoping to delivery and requires exceptional organisation skills, and excellent communication and people management abilities. It requires the establishing and prioritising of stakeholder and user needs; managing client relationships; resourcing, managing and motivating project teams; working collaboratively with co-production and partners; and the preparation of budgets, schedules, proposals, specifications, backlogs, briefs and other documentation to ensure the projects are delivered on time and on budget, and that client and stakeholder expectations and quality standards are met.

Alongside client projects you will also have responsibility for overseeing all interactive projects to support our brands, particularly Shaun the Sheep, working closely with our brand and marketing teams to deliver products that support the brand strategies, responding to audience and market needs. Part of this will include supporting the migration of all our brand websites.

In addition you will be required to help respond to new business enquiries and manage the preparation of pitches and development work as well as carrying out research.

Duties & Responsibilities:

- Delivery lead and day-to-day contact on client and internal projects.
- Manage the delivery of projects on time and to budget
- Plan projects: establishing processes, identifying requirements, tasks, deliverables and milestones, preparing budgets and schedules and allocating resources.
- Book crew as required, negotiating rates within guidelines and ensure new starter process is

organised.

- Brief, supervise and motivate production teams during the duration of the projects to ensure project is delivered to objectives and high quality standards are met.
- Prepare specifications, user journeys, wireframes and user stories when appropriate.
- Find solutions to technical & human production problems.
- Project reporting: budget, resource usage, schedules.
- Manage and grow client relationships and those with other project stakeholders to ensure their needs are appropriately met.
- Manage the work to prepare new business proposals and pitches, including the preparation of budgets and schedules.
- Co-ordinate between producer, art and technical teams to ensure open and effective communication and processes.
- Work with brand and marketing teams to help assess audience and market needs and to propose and deliver content to support brand strategies.
- Support the brand teams in the migration and redevelopment of the brand websites with an external agency.

Person Specification:

- At least 4 years commercial experience in a similar role in a digital, ideally entertainment or education focussed environment.
- Expert knowledge and understanding of app, game and website production management processes with hands-on experience of Agile Scrum and Kanban as well as Waterfall project management methodologies.
- Excellent people management skills, ability to motivate, inspire and organise project teams.
- Ability to write clear and informative briefs and provide constructive feedback to project teams.
- Proven expertise in budget management and cost control.
- You should have excellent organisation and administrative skills, with a keen eye for detail.
- A solid understanding of user experience, particularly for young audiences. Experience in producing wireframes would be an advantage. Ability to communicate ideas and processes in both live and written presentations.
- Ability to build strong client relationships, balancing client objectives, budgets and creative desires, acting with professionalism.
- Applicants must be good team players and should possess a flexible and proactive approach to work.
- Proven ability to work under pressure and balance and prioritise multiple needs and workstreams.
- Ability to manage and communicate effectively with technical teams, with an understanding of working with Unity desired.
- A technical understanding of 3D and real time production processes and developing for AR would be beneficial.
- An experience of managing R&D projects would be beneficial.

Responsible to: Executive Producer – Games & Interactive