

Role Profile

Job Title: VFX Production Coordinator
Department: VFX
Contract: Project Based
Pillar: Production

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

To work within the VFX Department to ensure effective coordination of all relevant production information to all relevant departments on the feature film. To provide production and administrative support to the VFX Department.

Main Duties & Responsibilities

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

- To create and manage the VFX shot schedule in line with the main production schedule and shot turnovers.
 - Report to the VFX Producer on a daily basis, or as required, to advise on schedule, crew and workload, infrastructure, systems or anything else that might be a potential obstacle to the smooth running of the project.
 - Managing and using the data from the production tracking system to provide the VFX Producer with a schedule that best meets all production deadlines.
 - To ensure all relevant parties are kept up to date on any changes in the VFX schedule and other department issues as required.
 - To keep Flow Production Tracking up to date with relevant production and VFX information. This will include shot creation/omission, review notes, and other production details.
 - To coordinate and take notes for the turnover of shots from Editorial to VFX. Working alongside the VFX Editor in providing all assets required for working on shots.
 - To support all members of the VFX Teams with any Production related task.
 - To organise, attend and minute VFX production meetings.
 - Ensure effective communication between the VFX and non-VFX production departments and advise on where communication problems are occurring.
 - Work alongside other coordinators to ensure the production progresses smoothly and the relevant departments remain informed and updated.
 - To ensure new crew notifications are sent to the relevant people and assist with arranging inductions.
 - Arrange and confirm equipment and facilities are working for all crew where required.
 - Help ensure IT, Systems, Health & Safety and Data Protection policies are adhered to.
 - Perform any other tasks as required by the VFX Producer to help ensure the department stays in budget and on schedule.
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Responsible to:

- VFX Producer

Specific Functional Contacts:

- VFX Team members
 - VFX Editor
 - Art Department
 - Camera Department
 - Model-Making
 - Finance
 - Facilities
 - Production Coordinators
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Person Specification

- Experienced with compiling, interpreting and managing schedules
- Extensive experience creating and managing complex Flow Production Tracking databases
- Experienced in Feature VFX production environment
- Proficient in the use of Excel and Word
- Observant and willing to offer suggestions to improve processes
- Well organised, excellent attention to detail
- Ability to meet deadlines
- Must be able to follow directions & to complete tasks both independently and as part of a team
- Must be a proactive, flexible, team player
- Must have good communication skills and the ability to prioritise
- Must be able to take direction in a collaborative production environment
- Tact, diplomacy and patience are a must