



### Job Description Features

<b>Job Title</b>	:	<b>3rd AD – Chicken Run 2</b>
<b>Department</b>	:	<b>Production</b>
<b>Contract</b>	:	<b>Project based</b>

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### Outline of role

3<sup>rd</sup> AD is an integral role within the Production Team. The Production Team are responsible for creating a well-motivated and organised working environment to support the creative process. The role requires excellent awareness of the needs of the studio environment; good organizational skills and the ability to ensure tasks are completed efficiently to the required standard in a calm and courteous manner.

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### Duties & Responsibilities:

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

- To directly support the 2<sup>nd</sup> ADs on the studio floor by liaising with Puppet Wrangler, Art Dept and Edit to ensure correct assets are on set for frame ups and director visits.
- To prioritise workload so that units are fully prepped and ready in good time for daily director visits as scheduled by 2<sup>nd</sup> ADs.
- To ensure units are prepped for shooting and animators have everything they need on set to minimise turnaround times.
- To run larger turnarounds as instructed by 2<sup>nd</sup> ADs.
- To delegate smaller tasks to the Floor Assistant.
- To manage final checks as required by 2<sup>nd</sup> ADs.
- To maintain a high level of cleanliness within the studio area and housekeeping within units to the correct standard as dictated by 2<sup>nd</sup> ADs.
- To observe the provisions of the Health and Safety at Work Act and keep abreast of current risk assessments and alert the 1<sup>st</sup> AD of any major issues.
- To be the 1<sup>st</sup> point of contact for Floor Runner/Assistant work requests from other floor depts.
- To assist with unit builds as required.

### Responsible to:

- 1<sup>st</sup> Assistant Director/Production Manager
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### **Person Specification**

- Previous Running/3<sup>rd</sup> AD/Production experience essential.
- Previous stop motion experience essential.
- Experience of using Word and Excel are essential and reasonable computer skills are necessary.
- Strong organisational skills - with experience of setting up systems and ensuring they are adhered to by self and others.
- Ability to prioritise and work to deadlines under sometimes stressful conditions.
- Ability to pay attention to detail yet not lose sight of the whole picture.
- Able to work under own initiative and unsupervised.
- Strong communication skills including a flexible and friendly approach to working with other members of the team.
- Must be a proactive, flexible, team player.