Role Profile

Job Title	:	**3rd Assistant Director**
Pillar	:	**Production**
Project	:	**STS Beast**

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

An exciting opportunity to work in the Production dept for a stop frame feature Aardman Animations. 3rd 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 calm and courteous manner.

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Duties & Responsibilities:

- To directly support the 1st and 2nd AD on the studio floor by liaising with all departments 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 1st and 2nd AD.
- 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 PM.
- To delegate smaller tasks to Floor Assistants.
- To manage final checks.
- To maintain a high level of cleanliness within the studio area and housekeeping within units to the correct standard as dictated by PM.
- To observe the provisions of the Health and Safety at Work Act and keep abreast of current risk assessments and alert the PM of any major issues.
- To be the 1st point of contact for Floor Assistant work requests from other floor depts.
- To assist with unit builds as required.

Responsible to:

- Production Manager

Specific Functional Contacts:

- Animation Department
- Production Department
- Puppet Department
- Rigging Department
- Art Department
- Camera Department
- CG/ VFX Department
- Edit Department

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Person Specification :

- Previous Runner/3rd AD Production experience essential.
- Previous stop motion experience desirable.
- 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.