

Role Profile

Job title	:	Online Producer
Department	:	Aardman Academy
Pillar	:	Operations

Function of the department & main purpose of the role:

Department function:

The Aardman Academy serves as a hub for nurturing and developing talent within the animation industry. Through its bespoke courses, workshops, and masterclasses, the Academy supports individuals at all career stages, from beginners to seasoned professionals. The department's mission aligns with the broader company goal of fostering creativity and excellence in animation.

Job Purpose:

The Online Producer is responsible for the production, coordination, and delivery of Aardman Academy's online course portfolio. Working closely with the Head of Academy Online, this role ensures the day-to-day operation of the Academy's digital programmes runs smoothly, professionally, and to the standards learners expect from a world-ranked animation training institution.

The online department is the Academy's highest-volume and most globally reaching operation. It delivers Stop Motion 1, Stop Motion 2, Stop Motion Professional, 2D Animation, and the Foundations course range to international learners through the Kajabi platform. The Online Producer owns much of the operational infrastructure that makes this possible: scheduling, kit logistics, tutor coordination, learner communications, budget tracking, and alumni engagement.

This is a producer role in the fullest sense. The postholder is not simply an administrator. They bring production craft, financial discipline, and genuine initiative to a fast-growing global operation, and play an active role in improving and developing the online offer alongside the Head of Academy Online.

Key Responsibilities:

Course Production and Coordination:

- Produce and coordinate delivery of online courses across the full portfolio: Stop Motion 1, Stop Motion 2, 2D Animation, and the Foundations range.
- Manage scheduling, crew bookings, and session planning for all online courses, ensuring tutors, mentors, and guest speakers are confirmed, briefed, and supported throughout.
- Liaise with and support Academy mentor teams in booking and scheduling student-facing sessions, particularly for SM1 and SM2 programmes.
- Source, brief, and coordinate internal and external industry guest speakers for public courses and Academy events.
- Manage the preparation and dispatch of online course kits (digital and physical) to international participants, ensuring materials arrive on time and to the standard learners expect.

- Support learner welfare and feedback processes during online courses, acting as a reliable point of contact for participants throughout their experience.
- Maintain and develop the Academy's open day programme, coordinating scheduling and communications to support learner acquisition.

Platform and Digital Operations:

- Own day-to-day operational management of the Kajabi platform, including course setup, learner enrolment, payment plan administration, class lists, and content updates.
- Update course listings, open day schedules, and learner-facing content on the platform, working with the Marketing team to ensure everything is current and well-presented.
- Monitor platform performance and flag issues or improvement opportunities to the Head of Academy Online.
- Support the development and uploading of new course content, working with the Head of Academy Online and course leads to bring new programmes to the platform efficiently.
- Maintain a working knowledge of content creation tools relevant to online course production, including video editing software and Adobe Creative Suite applications.

Finance and Budget Management:

- Manage budgets for individual online courses, events, and projects, tracking spend and forecasting accurately throughout each delivery cycle.
- Oversee purchasing and ordering for online courses and events, including course kit procurement and supplier management.
- Complete credit card reconciliations and support financial administration processes across the online department.
- Manage budget planning and delivery for additional events, including the annual alumni party.
- Support the Head of Academy Online with budget reporting and financial planning for the department.

Alumni Engagement and Community:

- Proactively develop and manage the Academy's alumni community, maintaining engagement across dedicated platforms and social channels.
- Coordinate the planning and delivery of alumni events, both online and in-person, including the annual alumni party at Gas Ferry Road.
- Maintain accurate and up-to-date alumni records and communications, ensuring cohort data is well managed across all programmes.
- Respond to enquiries from the Academy's public inboxes, maintaining the Academy's reputation for prompt, professional communication.

Festival and Industry Engagement:

- Submit student work to external festivals, competitions, and industry events, managing timelines and delivery requirements.
- Stay informed about animation industry activity, upcoming festivals, and relevant opportunities for Academy learners and alumni.
- Support the Head of Academy Online in identifying opportunities to develop the Academy's online profile and learner community through industry engagement.

Team and Collaboration:

- Work closely with the Head of Academy Online, providing reliable operational support so the Head can focus on strategy, programme development, and growth.
- Collaborate with the Marketing and Student Experience coordinators on shared workflows, learner communications, and Academy-wide activity.

- Support the wider Academy team during busy delivery periods, contributing to a culture of shared responsibility and mutual support.

Person Specification:**Essential:**

- Strong experience in producing, project management, or operational coordination in a creative, educational, or professional environment.
- Excellent financial acumen, with experience managing budgets, tracking spend, and completing financial administration accurately.
- Excellent communication skills, with the ability to represent Aardman professionally to learners, tutors, partners, and suppliers.
- High attention to detail and the ability to manage multiple concurrent projects reliably.
- Self-motivated and proactive, comfortable working with significant autonomy within a small team.
- Tech-confident, with strong working knowledge of Microsoft 365 and the ability to learn new platforms quickly.
- A genuine understanding of and interest in animation, film, or screen production.

Desirable:

- Familiarity with Kajabi or a comparable online learning management platform.
- Experience working in an educational, training, or skills development context.
- Knowledge of video editing or Adobe Creative Suite applications relevant to online course production.
- Experience working with international learners or managing logistics across multiple time zones.
- Understanding of animation production processes at a professional level.

Context:

Aardman Academy's online courses are delivered to learners across the world. Stop Motion 1 and Stop Motion 2 are consistently over-subscribed by international participants, and the Foundations range serves a broader audience at accessible price points, building the Academy's global community of animators and feeding the pipeline for more advanced programmes.

All online delivery runs through Kajabi, a professional learning management platform. The Online Producer is the primary day-to-day operator of this platform, responsible for its smooth running from learner enrolment through to course completion and alumni transition.

The Academy was rated Significant Progress by Ofsted in 2025 (the highest rating available for new providers) and is ranked among the top film schools globally. The Online Producer joins at a significant moment in the Academy's growth, as it works toward expanding learner capacity and developing its international reach.