



Role Profile

Job Title	:	Pre Production Manager / 2D, VFX & Post Production Manager (Hybrid/Transitional Role)
Department	:	Production
Location	:	GFR / AW
Contract	:	February 2026 – March 2027
Salary	:	TBC

An exciting opportunity to work across the Pre-Production of a Stop Frame / 2D Hybrid Series for Aardman Animations and then transition into managing the 2D, VFX and Visual Postproduction on that Series.

Main purpose of the role:

To be responsible for the management of all areas of Pre-Production on the project ensuring both the requirements of the Production and the needs of Directors, Producers and Studio Partner on the project are met within the agreed budget and schedule.

After the Pre-Production phase, to transition into managing the 2D process, VFX and compositing of the series. To ensure effective management of all relevant production information to all appropriate departments.

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

Duties & Responsibilities – Pre Production (Feb-June/July '26)

SCRIPT

- To support as required the Producer with the management of the script process.
- To assist in the setting up and running of writers rooms, reviews and script distribution for feedback.

STORY / EDIT

- To work with the Directors, Producers, Story and Editor to create / develop appropriate workflows in Story and Edit for the project.
- Responsible for booking sessions for Directors with the Story team and Editor for briefs, feedback, full edit sessions, reviews and sign offs and schedule these sessions to keep on track within the broad production schedule.
- To make the Producer aware in advance of potential logistical/practical issues which may arise during the pre-production process that may impact the budget or schedule and be proactive in offering solutions to resolve issues.
- To act as the main point of contact for crew in matters relating to Pre-Production.
- Ensuring creative briefs / notes are properly and efficiently communicated to Pre-Production crew.
- Setting up and running creative reel screenings / reviews as required.
- To support the Producer as required in collating notes from Studio Partner, Creative Leads, Heads of Department following animatic deliveries.
- Ensure all Pre-Production crew are fully aware of the schedule and production requirements of the project.
- To work with Producers, M&L and company archivist to ensure appropriate back up of Pre-Production materials.

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- To observe the provision of the Health and Safety at Work act, both as an employee and in a supervisory capacity. To implement appropriate systems of work to ensure effective and safe management of all production activities in accordance with Aardman's H & S policies.

Puppets & Art

- To work with the Puppet Team Leader and Art Director to ensure regular reviews are in place for the Directors.
- To collate notes from these reviews and distribute where appropriate.
- To work with the Leads to agree crew size for production alongside the Producer.

R&D

- To manage the R&D requirements during the pre pro phase for both 2D look dev / animation and Stop Frame character animation testing
- To set up any photographic or stop frame shoots as required to support this process.
- To work closely with the inhouse TD and VFX teams to develop a 2D pipeline and process for taking us into production.

Duties & Responsibilities – 2D, VFX & Comp (June/July '26 – March '27)

- To update and create department schedules which feed into the productions overall schedule and deadlines.
- To support all members of the 2D and VFX/Comp Team with any Production related task which may arise. These teams include DMP artists who straddle art and VFX.
- To organise, attend and minute 2D& VFX/Comp production meetings, including director reviews, internal department meetings such as Art, Model-Making and Camera where required
- To work closely with the assistant editor and editor to ensure cut updates and versioning is tracked both in and out of edit
- To distribute and follow up approved minutes
- To ensure all relevant parties are kept up to date on any changes in the schedule and other department issues as required
- Ensure effective communication between VFX/Comp and non-VFX production departments and advise on where communication problems are occurring
- To take notes for turnover of shots/episodes to VFX/Comp.
- To assist in the creation and maintenance of all production scheduling and tracking systems, primarily within Flow Production Tracking (Shotgrid)
- To ensure the production tracking system has up to date and relevant production, 2D and VFX/Comp information. This will include shot creation, review notes, and other production details
- Work alongside the Producer, Floor Manager/1st AD, VFX Supervisor to ensure the information is current
- Managing and using the data from the production tracking system to provide the Producer with a schedule that best meets all production deadlines.
- Be the main point of contact for the Art Department, Camera Department and Model-Making in relation to VFX/Comp and 2D.
- Report to the Producer as required to advise on schedule, crew, infrastructure, systems or anything else that might be a potential obstacle to the smooth running of the project.
- To track the budget in this area and work with the Producer on highlighting budget concerns and savings.
- To generate production reports for the Producer & studio to be able to 'at a glance' be able to see how the production is performing against budget / schedule assumptions
- To ensure new crew notifications are sent to the relevant people and assist with arranging their inductions and CBF's
- Track 2D & VFX team timesheets including sickness and holiday.
- Help ensure IT, Systems, Health & Safety and Data Protection policies are adhered to
- Perform any other tasks as required by the Producer to help ensure the department stays in budget and on schedule

Responsible for: Pre Production Team & 2D, VFX and Comp Team

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Direct Report / Responsible to: Producer

Specific Functional Contacts: Editors, Story Team, FloorManager/ 1st AD, VFX Supervisor, Senior Co-Ordinator, HODs relating to technical support, both physical and digital.

Person Specification (essential and desirable background, skills and experience)

- Must have previous Production Management experience, preferably at series or features level.
- Experience in scheduling and managing VFX/Comp in Flow Production Tracking (Shotgrid)
- Excellent knowledge of the Pre-Production process to ensure the creative and management choices accurately reflect the schedule, budget and required quality / tone of the project
- Confident / Proactive but friendly approach with the ability to handle difficult situations in calm and diplomatic manner
- Excellent (proven) Scheduling / Budget skills
- Ability to work with teams in developing process and workflows for the project spanning multiple teams/departments.
- Excellent people / communication skills – written and oral
- Respectful of the creative process and adept at finding ways to protect that process within the needs of the schedule and budget
- Excellent IT skills – word, excel, Flow Production Tracking (Shotgrid)
- Able to work affectively under pressure and to tight deadlines
- Highly organised / efficient working method with excellent attention to detail.
- When appropriate, able to delegate tasks to effectively manage workload. Able to work as part of team and independently.
- Decisive – able to make clear decisions or agree clear routes forward

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