

Role Profile

Job Title: Production Coordinator
Department: Production
Contract: Project-based
Pillar: Production

An exciting opportunity for a Production Coordinator to join the production team for a series of stop-frame digital shorts.

Function of the department / section and main purpose of the job

The purpose of this role will be to support the core production team and coordinate the activities of all departments on an exciting new stop-frame production ensuring efficient communication across the series production and its day-to-day tasks.

Duties and responsibilities

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

- To work with the Production Manager, Producer and Creative Leads to coordinate a talented and exceptional team of artists, you will support the Production Manager to coordinate their activities, helping them to deliver to tight deadlines in a fun, hard working and creative atmosphere.
- To work with the Creative Leads and the Production Manager on the series of client delivery, notes and approvals required. Keeping client deliveries and deadlines on schedule will be essential in this role.
- To assist the Production Manager with managing the Director's time and diary. To attend Director reviews, take detailed notes to circulate post-meeting, and track any amends. To attend the pre-production meetings and assist in coordinating any action points.
- In particular, assisting with coordination of the Story, Editorial and VFX departments throughout production.
- Working with the Production Manager, to ensure a successful filing and tracking process is underway for all client deliveries, notes and approvals. Making sure these are logged and filed on the server in an organised manner.
- Ensure that reference material is available to all departments as required
- To support the floor team and keep them updated on all changes where appropriate in status of sets, puppets and props, and to maintain a good level of communication between the Director, Editor, VFX team and key floor crew.
- To work with the Creative Leads and Production Manager on Puppet Counts and Set/Key Prop Breakdowns.
- Research and suggest alternative cheaper/sustainable products to coincide with Albert Sustainable Production Certification.
- To observe the provision of the Health and Safety at Work Act.

Responsible to: Production Manager, Producer

Specific Functional Contacts:

- Director
 - External Clients
 - Heads of Department
 - Facilities
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Person specification

- Stop Motion Animation Production experience is a must. Series experience is also highly desirable.
- Excellent interpersonal and motivational skills, innovative problem solving, accuracy, attention to detail, organized, proactive approach, multi-tasking and excellent communication skills are essential.
- Proficient in the use of Excel and Word, PC, MS Office, Outlook applications, Teams. Some knowledge of Photoshop a plus.
- Scheduling experience. Experienced with compiling, interpreting and coordinating schedules.
- Exceptional literacy and reporting skills.
- Keeping to strict deadlines and delivery schedule to stay on track, communicating these clearly to the departments.
- Well organised, excellent attention to detail.
- Must be prepared to be flexible and a team player.