

Role Profile

Job Title	:	Production Co-ordinator
Department	:	Special Projects - Commercials & Short Form Production
Band	:	Production 2

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

The 'Special Projects Unit' is responsible for the production of content outside of the long form production slate that encompasses Commercials, Digital, Interactive and Experiential and animated branded content.

The Short Form and Commercials area of the business produces television commercials, TV trailers & idents, sponsorship credits, short films and anything else commissioned by an advertising agency, brand owner or marketing department of a TV channel or by Aardman Rights.

This is a key role within the production team working with the Producer, Director and crew on a diverse range of projects. The role is essential to keeping productions moving forward and to assist the Producer in all aspects of the production and provide PA support as required.

Duties & Responsibilities

- To liaise closely with all technical, craft and support areas (e.g. Production Technology, Modelmaking, Edit, Finance, Facilities) to ensure the smooth running of shoots. Keep people informed of changes as they happen.
- In the absence of the Producer to work closely with and provide support for the Director to ensure that any creative or technical issues arising are dealt with appropriately.
- To check crew availability, make preliminary bookings, monitor and issue crew contracts as directed by the Producer.
- To assist in collating the information needed to inform the schedules and budgets. Where required to produce first draft budgets and schedules for additional work on existing projects for approval by a Producer.
- Build & maintain relationships with external parties, e.g. advertising agencies and clients, broadcasters & crew.
- Be first point of contact for the agency and clients when Producer is unavailable or as required.
- Liaise with Heads of Department re: the availability of personnel, equipment and space required for shoots.

- On productions where there is no production manager, to work on the studio floor or closely with the CGI department, to manage the crew assigned to a particular project, issuing daily schedules and highlighting any problems to the Producer immediately.
- On larger productions, where a Production Manager is employed, to support and respond as appropriate.
- Track and input ongoing job costs and update into cost reports where appropriate. Track and compare against Maconomy reports and highlight any discrepancies to the Producer. Raise requisition orders and invoices on Maconomy.
- Arrange travel, accommodation and subsistence for Producer, Director and other key crew as required.
- Co-ordinate post production bookings with the supervision of the Producer and in liaison with technical crew.
- Organise late crew food and rushes delivery requirements.
- Liaise with facilities houses to supply tapes, transfers, edits, drives, etc.
- Set up and maintain relevant production files – physical and digital.
- To greet and look after clients and agencies during their stay in the building.
- Collect crew timesheets.
- Proficient in use of Photoshop to assist in presentation & co-ordination of Pre-production material - storyboards, designs & animatics to ensure deadlines are met.
- To observe the provision of the Health and Safety at Work Act

Personal Specification:

- Previous Production Assistant/Coordinator experience essential.
- Excellent organisational and communication skills.
- CGI & Stop Motion animation experience.
- Flexible, pro-active, team focussed and friendly approach to work.
- Experience with running schedules and managing crew.
- Meticulous attention to detail and ability to think on their feet.
- Crew booking experience.
- Client liaison experience.
- Budgeting and scheduling skills.
- Intuitive and enthusiastic approach to problem solving.



- Ability to cope under pressure in a fast-paced working environment.
 - IT proficient – Microsoft Office (essential), Photoshop (desired), Maconomy (training given).
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Line Manager: Producer

Specific Functional Contacts: Heads of Department, Production Resource Departments, Crew, External Client and Agency Contacts, External Suppliers and Post Production Companies
