

Role Profile

Job Title : Talent Manager- Animation & Rigging / Assistant to Head of Stop Frame Production
Pillar : Production

Main purpose of the role:

To support the Head of Stop Frame Production and Supervisors in a range of activities that ensure the smooth running of all Stop Motion projects. The role will focus on talent scheduling, recruiting and development within the animation, rigging and Production teams to meet the immediate and long-term goals of the studio.

Duties & Responsibilities:

- To manage the Animation, Rigging and production Department talent overview schedule in liaison with the Head of Stop Frame Production and Animation / Rigging Supervisors to help ensure each production gets the talent it needs.
- Help identify and source suitable up-coming talent, aiming to meet the studio's diversity and inclusion targets.
- To support and assist with the recruitment, development and pastoral care of animators and riggers, setting up 1-2-1's and ensuring that the information is available to all producers & project supervisors and HR teams. To maintain communication with talent while they are between productions to keep them informed and updated.
- To provide administrative and production support to the Head of Stop Frame Production to include R&D, studio and space planning, data inputting, production reporting, events, archiving, etc.
- To provide administrative and production support to Supervising Animators, Supervising Riggers, Supervising Assistant Animators as required.
- To diarise and create concise notes at meetings and ensure distribution to relevant teams.
- To help foster a collaborative and inclusive work environment and to encourage support within the team.
- Collating of artist show statistics information.
- To assist in coordinating material for showreels in liaison with edit team.
- With the Talent Team maintain links and develop new ones with colleges / training / establishments in liaison with Head of Production HR and Academy that are in line with the company goals for recruitment expansion and inclusion targets.
- Identifying any training or career opportunities for relevant partners and sharing that information with the People and Culture Team where appropriate.
- To be responsible for the vendor data base and the purchasing of all materials for the Animation & Rigging Department in conjunction with Project producers.
- To create accounts with suppliers and look at more effective ways of making economical purchases.
- To have an awareness and understanding of all Animation and Rigging processes and roles.
- To have an understanding of the internal systems and process that support the production.
- To assist with new starters alongside the project production teams and HR. Where needed organising crew contracts, collating new starter documents, booking IT, Facilities and HR inductions etc.

- Ensuring Animation & Rigging database up to date with all the relevant info that relates to each production. This would include archiving statistical and creative information (Character Bibles / Character reference) relating to each production.
- To practise company policy on Mental Health, the Environment, Dignity at Work and Equality, Diversity and Inclusion.
- To understand and implement GDPR
- To observe the provisions of the Health & Safety at Work Act

Responsible to: Head of Stop Frame Production

Specific contacts: (Exec) / Producers, Animation & Rigging Supervisors, Animation & Rigging teams.

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

- 3+ Years experience in Stop Motion essential
- Strong communication skills both written & oral, friendly and personable manner essential.
- Proactive, flexible and enthusiastic approach to work
- Excellent IT skills, excel essential, knowledge of Photoshop favourable.
- Strong numeracy skills
- To be confident and comfortable working with large teams.
- Sensitive, discreet, diplomatic, and used to working in a confidential manner.
- Excellent organisational skills
- Able to prioritise and work to deadlines.
- Must be able to work unsupervised and as an active & supportive member of a team.
- Able to act on own initiative when appropriate.
- Attention to detail yet not lose sight of the big picture.
- Understand the need for confidentiality.
- Clean driving license would be useful.