

# Role Profile

**Job Title:** Production Coordinator  
**Department:** *Shaun The Sheep Project*

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An exciting opportunity to be a pivotal role in Aardman's latest flagship Shaun the Sheep Project. Based initially at Gas Ferry role with relocation to Aztec West in the spring. The role is part time from January 2024 rising to full time from April 24.

**Purpose of the role:**

To ensure efficient communication and processes across the production on a day-to-day basis, this key role focuses on the smooth running of the scripting process, voice over records and post production.

Contract: 52 weeks

Start date: 1<sup>st</sup> January 2024 – 22<sup>nd</sup> December 2024 with a possible short extension in 2025 to complete the production.

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**Duties & Responsibilities:**

- To check crew availability, make preliminary bookings, monitor and issue crew contracts as directed by the Producer/Production Manager.
- To assist in presentation & co-ordination of Pre-production material – scripts, storyboards, designs & animatic to ensure deadlines are met.
- To work closely with and provide support for the Director to ensure that any creative or technical issues arising are dealt with appropriately.
- To liaise closely with all technical, craft and support areas (e.g. Production Technology, animation, Edit, Finance, Facilities, Art & Puppet making departments) to ensure the smooth running of the production. Keep people informed of changes as they happen.
- Co-ordinate post production bookings with the supervision of the Producer or Production Manager and in liaison with technical crew.
- Liaise with facilities houses for voice recordings, tracklays and Sound Mixes etc.
- Liaise with cast agents for bookings and on availability.
- To create and maintain script progress tracking and co-ordinate script notes ensuring heads of departments review the outlines and 1<sup>st</sup> drafts and pass comments in line with the series' creative assumptions.
- Ensuring scripting notes are turned around in a timely fashion, setting deadlines and circulation of polished scripts
- To co-ordinate and create a tracking for voice record sessions, script revisions and attend and support the Director during voice record sessions.
- The preparation of scripts, click tracks, etc. needed for voice records. Logging of pick up lines for records.
- Liaise with the team re the availability of personnel, equipment and space required for the production.

- Co-ordinate the crew assigned to the project, issuing daily schedules and highlighting any problems to the Producer/Production Manager immediately.
- Arrange travel, accommodation and subsistence for Producer, Director and other key crew as required.
- Set up and maintain relevant production files, logging and saving work.
- Collect crew timesheets and freelance invoices and gain necessary approvals and forward for payment
- To work with the Deliverables Lead in helping to deliver the episodes.
- To create deliverables paperwork, including timecoded scripts and production scripts.
- Diary management.
- To observe the provision of the Health and Safety at Work Act

This list is not exhaustive.

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**Responsible to:**

Producer, Production Manager

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**Person Specification:**

- Experience with Microsoft Office
- Knowledge of cloud based tracking – Shot Grid
- Experience of working on a long form animated series as a Production Coordinator
- Proactive and enthusiastic
- Excellent organisational skills
- Strong attention to detail
- Able to prioritise and work to deadlines under pressure
- Excellent communication skills – both written and verbal
- Mature but friendly demeanour
- DBS checked a bonus

*Aardman strives to be the most inspirational animation company in the world creating world class entertainment to a diverse and intergenerational global audience. We aim to lead the way in both our content and our professional principles, ensuring diversity and inclusion is inherent to the development and production of all our content - both on and off screen. Aardman is committed to building a culturally diverse workforce and strongly encourages applications from underrepresented groups. We are committed to equality of opportunity and welcome applications from all individuals and are always happy to discuss flexible working needs.*