

Snafu Pictures

Full Time Production Manager

About this Role

The Production Manager assists the Production Team with the management of the production process from pre-production all the way through to post production and delivery.

The Production Manager will work with the Producer and Executive Producer to effectively prioritise, organise and manage the production. To delegate and supervise subsequent work and to communicate effectively with the internal and vendor teams.

The Production Manager will keep everything running smoothly by supporting all departments with their production requirements and supervising each department with schedule management while remaining within budget as dictated and set by the Producer.

You are responsible for creating and maintaining tracking documents for work schedule and costs both interdepartmentally and with third parties; attending reviews and taking detailed notes for onward distribution; ensuring information is given to the Production Account & Management teams to ensure up to date monitoring of progress.

Duties and Responsibilities

1. Work with the Producers to define, setup, and manage the schedule for completion of the work on the production.
2. Collate and schedule the production diary for the Series Director, Showrunner, and Producers with other key personnel to enable an efficient creative process for animation production.
3. Be familiar and manage the production schedule of our third party service providers. Integrate the schedule of third party providers and services including but not limited to the animation studio, the composer, post production providers and any other external vendors.
4. Schedule meetings and reviews due throughout the production schedule for directors and production team and take and distribute notes in reviews and sessions.
5. Coordinate and collate all workflow from the Production Co-ordinators to ensure integration and tracking of all materials related to animation production workflow, at each stage of the production including tracking the completion of storyboards, edits, designs, assets and shots updating the Producer and schedule regularly.

6. Create and manage animatic breakdowns from the storyboard delivery and cross reference from the script breakdown to ensure that the correct naming conventions are used when creating the animatic breakdown. You will oversee and manage the animatic breakdown until such time that the Animatic Breakdown is finalised and locked and delivered to the animation studio for ingest into their Asset Management System.
7. Act as a liaison for all activities relating to assigned the production. Find ways to assist and ensure that teams hit goals and deadlines.
8. Meet with the Producers and the production team in general to discuss and troubleshoot priority issues; such as crew issues, or schedule difficulties which might affect other departments down the pipe (daily, weekly, as needed).
9. Communicate with the Producers to prioritise, and if necessary, adjust schedules as required (daily or weekly as needed) with strict regard to any budgetary constraints.
10. Liaise closely with the Producer and Production Accountant to manage the production within budget and on schedule.
11. Track, document and report to the Producers on major creative changes that may result in potential budget/schedule overages in a timely manner.
12. Produce and distribute the Production Report on a weekly basis which is a detailed weekly status report to the Producers indicating departmental progress.
13. Facilitate communication between all departments working on the project, from organising meetings in the office, to facilitating international calls.
14. Provides administrative support and back up support to the production team including typing memos, documents and schedules, photocopying, computer data entry and filing.
15. Develop and use planning systems and 'work in progress' tracking systems.
16. Assists in the day to day running of the department(s), managing established schedules through production planning, coordination and troubleshooting.

Personnel Management Responsibilities

1. Mentor and supervise the Production Co-ordinators.
2. Facilitate career growth and training for junior staff and interns.
3. Provide guidance and support to the Producers.
4. Facilitate interdepartmental and inter-company communication; to be the front face of the studio production with our Spanish animation studio.

About You

- You will be a highly organised and efficient individual who thrives on working to tight deadlines, can think and react quickly in a fast paced and often pressured environment.
- You will have a minimum of 2 years experience on a CG Animation Series as a production manager or 4 years as a production coordinator and are looking for the next career challenge or equivalent experience in a similar role.
- You thrive with data wrangling and tracking.

- Strong verbal and written communication skills with solid interpersonal skills to resolve conflict and promote a collaborative production environment to foster an atmosphere of cooperation and communication.
- Excellent organisational skills with attention to detail that is second to none. You will be able to prioritize and organise effectively and within a multi-tasking environment.
- Strong computer skills with G-suite, Word, Excel and Shotgun essential.
- Knowledge of ftp software.

Details

- 18 month full time contract
- Normal working hours 10am - 6pm
- Based in London
- Starting January 2022
- Salary competitive based on experience.

How To Apply

Please email your CV/Resume in the first instance to hey@snafu-pictures.com putting Production Manager in the subject.

Snafu Pictures Ltd is committed to providing a fair and equitable work environment and encourages applications from qualified women, men and minorities.

About Us

Snafu is an independent animation production company with a diverse slate of original productions and co-productions.

What unifies our work is a passion for character and craft. What sets us apart is a design acuity, production nous and a network of pioneering multi-disciplinary creative talents.

As a studio, Snafu is interested in developing authored, character-driven projects; where craft both in visual execution and narrative storytelling is at a project's core.