

# Snafu Pictures

## Fixed Term - Full Time Production Co-Ordinator

### About this Role

We are looking for a superstar Production Co-ordinator to work in our production team. The role is for a self-starting, detail oriented person with a passion for animation. Together with the Producer and Production manager you will work to ensure the smooth running of the show from pre-production through animation and post.

Production coordinators keep everything in the animation pipeline running smoothly by supporting the creative teams, managing schedules and diaries, tracking creative notes and feedback, maintaining information databases and liaising internally and externally to ensure everyone is as up to date as possible.

### **Duties and Responsibilities**

- Work with the PM to ensure creative work is fully tracked and targets are on schedule
- Ensure delivery schedules are met and raise any unexpected changes or difficulties in advance
- Report to the Creative Leadership Team (CLT) and Production Manager (PM) with status on all areas of the production
- Work closely with the in-house storyboard, editing and design teams to support their needs
- Schedule and prepare meetings. Taking and distributing detailed creative notes and key actions
- Help track script and storyboard scope breakdowns, ensuring all assets are budget, scheduled and ready for CG production and liaise with other departments to resolve any issues that may arise (e.g. missing assets)
- Track the status of shots in the production pipeline
- Build close relationships with the crew, manage and track their workloads
- Updating the Master Design Bible
- As required, work closely with external Animation Studio's production and CG department planing the work schedule and daily reviews
- As required, work closely with Post Production House planning and booking sound and picture sessions
- Draft and manage distribution of all production paperwork, including creative notes and turnover dates

- Co-ordinate production travel and expense reports
- Update and maintain production data via the production-tracking database (Shotgrid)

### **About You**

- Minimum two years experience at an Animation or VFX studio
- Hands-on production co-ordination experience or experience in a similar role
- Well-versed in all aspects of the CG animation pipeline and industry best practices
- Must possess exceptional attention to detail and follow-through, the ability to function under pressure and to meet deadlines with a sense of initiative and accountability
- Ability to follow direction, work autonomously, and in a team
- Must be a knowledgeable and effective communicator across the production pipeline
- Highly organised and resourceful with excellent written, verbal and interpersonal skills
- Proficiency in Microsoft Office (Excel, Word), Shotgrid, Google Docs
- Proficiency in Adobe CC (photoshop) is a bonus but not required

### **Details**

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

### **How To Apply**

Please email your CV/Resume in the first instance to [hey@snafu-pictures.com](mailto:hey@snafu-pictures.com) putting Production Co-Ordinator 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 storytelling is at a project's core.