



Second Home Studios
26A Oxford Street
Birmingham
B5 5NR
+44(0)121 208 9916

www.secondhomestudios.com
hello@secondhomestudios.com

Production Co-Ordinator

Start Date: 15th March 2021 (Ideal 8th March)

Closing date for applications: 26th February 2021.

We are looking for an organised, enthusiastic individual to support the production team across multiple animation and mixed-media productions. Will suit a junior/entry level role with support and training provided, or from a similar role of transferrable experience in other screen-based media. The role is remote, with the expectation of being based in Central Birmingham with the lifting of movement restrictions.

The main purpose of the role:

To assist the Creative Director and Producers in the general administration of the studio and organisation of multiple animation, design and mixed-media projects, and provide PA support.

Principal duties & responsibilities

- Assisting the CD and Producers in the scheduling, budgeting and execution of all the studio's creative projects.
- Assist in the co-ordination of calendars (internally) and of freelancer availability (externally) to set up meetings and briefings.
- To check crew availability, make preliminary bookings, monitor and issue crew contracts / NDAs as directed by the Producer.
- Arrange travel, accommodation and subsistence for Producer, Director and other key crew as required.
- Trafficking of work-in-progress files and final deliverables between staff working remotely and to clients.
- Quality control and checking of all outgoing studio material relative to project specifications.
- Facilitate twice-daily team meetings with summaries of daily tasks across the team.
- Facilitate client meetings as and when appropriate for new or ongoing projects.
- Taking detailed notes in client briefings and progress meetings.
- Be a first and second point of contact for clients during production and assist in the dissemination of feedback in a correct and timely fashion.
- Cost reporting and help administer the delivery of projects within time and budget.
- Lead the gathering of research and development materials and be able to operate alone to a given brief.
- Tracking progress with script development including notes across iterations.
- Assist in the compilation and writing of pitches and funding applications.
- Set up and maintain relevant production files – physical and digital to include: general project trackers, shot trackers, schedules, time sheets.
- Co-ordinating daily priorities and deadlines for all animation teams.
- Identify/report potential delays/bottlenecks ahead of time and co-ordinate crew members to resolve issues.
- Consolidate monthly time sheets for all team members including overtime reporting.



Second Home Studios
26A Oxford Street
Birmingham
B5 5NR
+44(0)121 208 9916

www.secondhomestudios.com
hello@secondhomestudios.com

- Assisting in the monthly and quarterly reconciliation of accounts and conveyance of payroll information to the studio's accounts team.
- Manage accounts with Adstream, Specl, HelloSign.
- Assisting in the correct following up of leads and inquiries into potential new business.
- Flagging IT issues with relevant third party suppliers.
- Ensure the studio and its portfolio is always presented correctly.

Essential Skills

- An enthusiasm for the animation medium and an understanding of production pipelines relative to different techniques.
- Work confidently and calmly in an often fast-paced environment.
- Excellent communication skills, written and verbal.
- Numeracy and understanding of budget management is ideal.
- Ability to communicate with clients effectively and courteously.
- Organisation and self-discipline.
- Flexibility and ability to problem solve at short notice.
- Problem solving and flagging delivery-critical issues.
- Sensitivity to confidential matters/materials.

Desirable Skills

- Numeracy and understanding of budget/cashflow management is ideal.
- Grasp of business practice, legislations and accountancy is desirable.
- An understanding of animation practices and relative pipelines is advantageous.
- Understanding of the different approaches taken to stop-motion, 2D and CG animation techniques.
- Practical studio experience an advantage.
- Understanding of live-action and visual effects processes.

Software (Essential)

- Software literacy (primary) Excel, Word.
- Management of Google Drive, Dropbox with appropriate levels of team/client access.
- Note-taking: Workflowy, Trello
- Video conferencing: Zoom, Teams, Google
- I-cal

Software (Desirable)

- Wordpress, Mailchimp
- Adobe Illustrator/Photoshop
- Mac OS

Attributes



Second Home Studios
26A Oxford Street
Birmingham
B5 5NR
+44(0)121 208 9916

www.secondhomestudios.com
hello@secondhomestudios.com

Someone who can gel within a tightly knit creative team and use initiative when required. Supportive attitude to problem solving, bottlenecks and client demands.

Experience of working within a studio team is ideal, whether animation or otherwise.

Flexibility across all aspects of animation production and development.

Working Hours

Standard Hours: 9:30 – 18:00

Benefits

Flexi-time is available depending on personal circumstances, pension plan (auto-enrolment) available.

Holiday entitlement

Statutory including bank holidays.

Salary/Wages

TBC depending on experience.

Location

Digbeth, Central Birmingham (currently work from home under social distancing restrictions, on the understanding that working on site will become optional once restrictions are relaxed).

Term

12 months with option to renew.

How To Apply

Deadline: 26th February 2021.

CV's, showreel links, and a brief description to be sent to jobs@secondhomestudios.com.

Subject Line: Production Coordinator