

## **ANIMATOR**

### **General job description**

You will work in collaboration with our animation supervisor and our lead animators.

### **Missions**

- Animate shots
- Ensure good communication with the team
- Work closely with the lead animators and the Animation Supervisor

### **Soft skills**

- Rigour
- Proactivity
- Easy communication and listening

### **Hard skills**

- Mastery of the Maya software
- Experience on feature film productions required (for middle and senior animator)
- Have a good sense for detailed naturalistic animation
- Fluency in English and/or French or Spanish would be a plus



## STUDIO COORDINATOR

Under the supervision of the Managing Director, you will run the studio autonomously and be responsible for managing administrative, HR, budget, IT, technical and logistical aspects under the supervision of Fortiche Paris.

You will be responsible for monitoring the studio's recurring needs and processes, resolving one-off problems and reporting to Fortiche Paris management.

### Missions

#### Administration & HR

- Administrative management of service providers: quotes, contracts, invoices, payments, etc.
- Coordination with HR to anticipate the arrival and smooth integration of future collaborators into the studio
- Monitoring of the studio's HR activity and reporting to the Fortiche Paris Admin and HR teams
- Coordination with local partners and Fortiche Paris: lawyers, payroll managers, banks, cost reports, payments, etc.
- Administrative management of employees: arrival/departure, contracts, attendance, and payroll...
- Tax credit management for CFO: files, reporting...

#### IT & tech

- Monitoring, anticipating, transmitting and following up IT requests and needs from teams to Fortiche Paris: cost evaluation, validation, implementation, hardware knowledge, license renewal...
- Support IT teams on small on-site maintenance tasks
- Reporting to Fortiche Paris IT & Tech teams

#### Facilities

- Set up, monitor and manage studio processes to guarantee security and ensure a peaceful working environment for teams
- Set up workstations for new arrivals



- Anticipate, negotiate and monitor the various works required to improve or maintain the premises
- Monitoring budgets and costs
- Reporting to Fortiche Paris Facilities teams

### **Budget**

- Draw up and monitor the studio's operating budget in conjunction with the Fortiche Paris Finance Department
- Update cost projections according to specific needs and issues, and changes in studio organization
- Ensure that the budget is adhered to, or be able to justify variances
- Draw up and monitor the studio's HR budget in liaison with the Fortiche Paris management controller and the Financial Director

### **Communication & events**

- Act as Fortiche's first point of contact with local interlocutors (Las Palmas: SPEGC, ZEC, Presidency of the Canaries, Producers' Cluster, etc.). Depending on the subject, manage them independently or pass them on to Fortiche Paris management.
- Organize one-off events for teams, within the studio budget.
- Manage external (media...) and internal (teams) communications in collaboration with Fortiche Paris.

### **Others**

- Define, plan and lead studio rituals in collaboration with other local contacts.
- Keep abreast of project progress to identify priorities in terms of team and studio needs.
- Work with CSE members (employee representatives) to monitor their budgets.

### **Skills required**

- Hard skills
  - Fluent English and Spanish
  - Fluent French would be a plus
  - Proficiency in Excel or Google sheet spreadsheets
  - Ability to draw up budgets and schedules
  - Operational project management



- Knowledge of Spanish administration, in particular labor law
- IT skills: ability to interact with an IT support team
  
- Soft skills
  - Excellent written and oral communication skills
  - Ability to adapt to a variety of assignments and contacts
  - Autonomy
  - Ability to lead and federate teams
  - Interest in animation is a plus



## **PRODUCTION COORDINATOR**

### **Missions**

- Updating and monitoring schedules, under the supervision of the production manager
- Follow-up of teams and regular communication with other project departments
- Take notes and minutes of meetings
- Creation, follow-up and updating of Shotgrid notes
- Creation and updating of Shotgrid task pages for graphic designers

### **Required profile**

- At least 3 years' experience in a similar position
- Good knowledge of Shotgrid and the Google suite
- Good command of written and spoken English
- Good listening skills
- Ability to communicate with a multidisciplinary team
- Organized, rigorous, able to synthesize, responsive, proactive
- Good knowledge of the 3D manufacturing pipeline

