Animador Senior

ROL

El Animador Senior se incorporará en el departamento de Animación de una de nuestras producciones en curso, y traer el mejor nivel artístico y técnico al equipo. Se trata de liderar en la creación y transmisión de emociones creíbles, específicas a cada momento de la película, y aportar el mejor talento artístico de diferentes estilos de animación.

REQUISITOS

- Mínimo 4 años de experiencia en VFX y 3 años en producciones de animación 3D.
- Experto en herramientas de animación 3D.
- Conocimientos muy avanzados en animación 3D tanto a nivel artístico como técnico.
- Trabajar con diferentes departamentos, directores, supervisores y liderar a miembros de su equipo.
- Proponer *acting* original y genuino en línea con el *story* y colaborar con su desarrollo.
- Capacidad de trabajar de forma autónoma dentro de los plazos establecidos, siguiendo directrices.
- Ser abierto y receptivo en procesos de *feedback* y cambios a lo largo del proyecto.
- Inglés avanzado.

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Animador

ROL

El Animador creará animaciones de alta calidad de personajes y elementos 3D, transmitiendo en cada una de las escenas emoción, movimiento, acción y personalidad de acuerdo con el estilo de la película.

REQUISITOS

- Haber trabajado en una película de animación.
- Experto en Maya y otros programas de animación.
- Entender la visión del Director, Supervisor, Leads y manifestarlo en el trabajo.
- Demostrar autonomía a la hora de organizar tiempo y tareas, respetando los plazos.
- Habilidad de utilizar herramientas de *acting* para dar vida a los personajes.
- Seguir el modelo de los personajes, según el diseño de la producción.
- Saber colaborar con el equipo.
- Inglés avanzado.

Matte Painting Supervisor

ROL

Magnífica oportunidad para liderar a un equipo de Matte Painting. Conseguirás entregar escenas ricas en contenido a partir de un plate en línea con el look visual de la película. Las texturas pintadas darán efectos naturales e incrementar el reality a las escenas de animación. Con calidad pictórica para combinar fotos integradas en la misma imagen, guiarás los trabajos para rellenar escenarios, creando *set extensions* (bosques, cliclogramas, etc.).

REQUISITOS

- Al menos 8 años de experiencia en la industria de animación o VFX, y al menos 4 como Lead en la industria.
- Conocimientos de los otros departamentos del estudio- modelado, texturizado, iluminación, traslaciones y transformaciones de animación, final layout, arte (diseño, propuestas, *concepts*) y las herramientas que utilizan.
- Seguir las directrices del look visual de la producción para crear pinturas y escenas.
- Trabajar con otros departamentos para resolver problemas técnicos.
- Asegurar que todos los elementos funcionan dentro de la escena.
- Asignar tareas al equipo, dando *feedback* constructivo, y participar en reuniones.
- Experto en pintura digital, sabiendo encontrar material para presentar y utilizar en la creación de escenas.
- Comprensión absoluta de forma, iluminación color, composición y perspectiva.
- Experto en Photoshop, Maya, Arnold, Nuke, Z-brush, Houdini.
- Crear equipo ayudando con la adquisición de talento.
- Inglés muy avanzado.

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Matte Painting Lead

ROL

El Matte painting Lead trabajará junto con el Supervisor para guiar al equipo de Matte Painting en su labor de crear escenas ricas en contenido a partir de un plate en línea con el look visual de la película. El equipo creará texturas pintadas para dar efectos naturales e incrementar el *reality* a las escenas de animación. Calidad pictórica para combinar fotos integradas en la misma imagen, trabajando con renders para rellenar escenarios, creando *set extensions* de bosques, cliclogramas, etc.

REQUISITOS

- Al menos 6 años de experiencia profesional en VFX y al menos 1 como Lead.
- Acostumbrado a trabajar en equipo y seguir instrucciones.
- Guiar al equipo enseñando y aplicando técnicas novedosas asegurándose de que todos trabajan en equipo y cumplen las expectativas y los plazos.
- Experto en pintura digital, sabiendo encontrar material para presentar y utilizar en la creación de escenas.
- Conocimientos de los otros departamentos del estudio- modelado, texturizado, iluminación, traslaciones y transformaciones de animación, *final layout*, arte (diseño, propuestas, *concepts*) y las herramientas que utilizan.
- Trabajar sobre texturas para crear escenas con dominio de la forma, iluminación, color, composición y perspectiva.
- Calidad pictórica para combinar fotos integradas en la misma imagen.
- Trabajar sobre material y generar galerías para utilizar en la creación de escenas.
- Experto en Photoshop, Maya, Arnold, Nuke, Z-brush, Houdini.
- Inglés avanzado.

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FX Senior

Department: Fx
Supervisor: Fx Lead / Fx Supervisor
Description: Fx Senior helps to develop effects, pipelines and digital assets in Houdini.

MAIN DUTIES

Artistic:
- Ability to work on different artistic styles.
- Generates pre-comps of the effects to integrate them in the environment.
- Strong artistic skills to be able to add dramatic flair to environments, characters, etc, through the creative use of effects
- Creativity and innovation
- Strong sense for timing in animation

Technical:
- Deep knowledge of CG effects with Houdini. Knowledge of Maya and Arnold are a big plus
- Will help to develop complex effects, Houdini Digital Assets and pipelines to be used by the Fx team

Management:
- Works together with the Fx Lead to contribute towards their artistic and professional growth.
- Follows supervisor's and lead's guidance
- Keep up on current artistic methodologies and on technology trends and tools that best suit the production and the company, in the development of a stronger creative and technical environment

QUALIFICATIONS

Professional experience:
- Over 4 years of professional experience in VFX or animation industries
- At least 3 year of experience in the animation industry

Artistic and or Technical qualifications:
- VEX/Python scripting abilities, are a big plus

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Language qualifications:

- High English level desirable

SOFT SKILLS

- Strong creative and technical skills and ability to share them.
- Flexibility and adaptability
- Focus their energy on delivering on time and quality required, with huge levels of responsibility, autonomy and technical command working well under pressure
- Clearly meets the expectations on the duties assigned with low supervision, encouraging and inspiring some other less experienced colleagues to do so
- Act as mentor inside and outside their team, establishing an effective working relationship and fluid communication environment, contributing to the individual and group achievement of objectives
- Highly skilled in expressing, transmitting and presenting new ideas, tasks and results
- Strong work ethic

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FX Lead

Department: Fx
Supervisor: Fx Supervisor
Description: Fx Lead helps to develop effects, looks, pipelines, digital assets and to train team members in effect´s workflows.

MAIN DUTIES

Artistic:
- Ability to work on different artistic styles with special emphasis on creativity and innovation.
- Track consistency in the design of the effects through a sequence to keep visual coherence.
- Generates pre-comps of the effects to keep look consistency in the assigned sequence.
- Strong artistic skills to be able to add dramatic flair to environments, characters, etc, through the creative use of effects
- Strong sense of timing and weight in animating effects 7 natural phenomena.

Technical:
- Will help to develop complex effects, Houdini Digital Assets and pipelines to be used by the Fx team or other departments.
- Keep up on current artistic methodologies and on technology trends and tools that best suit the production and the company, in the development of a stronger creative and technical environment

Management:
- Leads part of the team providing them with support, guidance and instruction in areas that contribute towards their artistic and professional growth, making sure all the assets follow the quality standards and artistic direction and that achieves the deadlines.
- Follows Supervisor's guidance.

QUALIFICATIONS

Professional experience:
- 6 years or more of professional experience
- At least 1 year of experience as Lead in the animation industry.

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Artistic and or Technical qualifications:

- VEX/Python scripting abilities
- Deep knowledge of CG effects with Houdini. Knowledge of Maya and Arnold are a big plus
- A strong creative/technical background as proven leader in setting direction for a production and for inspiring and motivating production staff

Language qualifications:

- High English level

SOFT SKILLS

- Must be responsive to deadlines and work well under pressure.
- Strong creative and technical skills and ability to share them.
- Leads his/her team to clearly meet the expectations on the duties assigned
- Ensures the team members collaborates with others, inside and outside their team
- High levels of team management skills, responsibility, autonomy and technical command
- Provides recognition and support and serves as a role model to the team
- Proficiently expresses strategies and get the message across the team with enthusiasm and openly communicates to resolve issues
- Strong work ethic

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CFX Senior

Department: Character FX
Supervisor: CFX Supervisor
Description: Create the highest quality grooms, hair shading lookdev for characters of the production. Develop dynamic rigs for characters and execute CFX work in shots including character simulations, geometry correctives and groom correctives.

MAIN DUTIES

Artistic:
At least one of the following areas of expertise, and interest in learning the others:
- Creating fur, hair, shading/lookdev and hair simulation rigs.
- Creating cloth simulation rigs.
- Creating muscle, flesh, skin and fat simulation rigs.
- Creating high quality cloth, hair and skin simulations & correctives for shot work in production.

Technical:
- Keep up on current artistic methodologies and on technology trends and tools that best suit the production and the company, in the development of a stronger creative and technical environment
- **Involvement in the development of departmental tools and techniques**
- **Work within the established pipeline**

Management:
- Works together with the team **providing them with support, guidance and instruction** in areas that contribute towards their artistic and professional growth.
- Follows supervisor's and lead's guidance to **deliver the highest quality work**, matching the picture style
- **Work closely with production to ensure the desired work is delivered and that deadlines are met**
- Ability to perform multiple tasks, set priorities and problem solve

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QUALIFICATIONS

Professional experience:
- Minimum 4 year of experience in a CFX/FX/Rigging or Technical Animator role in a production environment (asset);
- Strong working experience in dynamics simulation engines
- Strong working experience in grooming workflows, either proprietary or off-the-shelf

Artistic and or Technical qualifications:
- Good knowledge of Maya
- Knowledge of anatomy, tailoring, physics (asset)
- Knowledge of grooming tools, xGen, yeti, proprietary (asset)
- Knowledge of Ncloth, nHair, proprietary (asset)
- Knowledge of Houdini, Marvelous Designer (asset)
- Experience with Python, Maya API (asset)

Language qualifications:
- High English level desirable

SOFT SKILLS

- **Strong creative and technical skills and ability to share them.**
- Flexibility and adaptability
- Focus their energy on delivering on time and quality required, with huge levels of responsibility, autonomy and technical command working well under pressure
- **Clearly meets the expectations on the duties assigned with low supervision, encouraging and inspiring some other less experienced colleagues to do so**
- **Act as mentor inside and outside their team**, establishing an effective working relationship and fluid communication environment, contributing to the individual and group achievement of objectives
- Highly skilled in expressing, transmitting and presenting new ideas, tasks and results
- Strong work ethic

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Rigging Artist

Department: Rigging
Supervisor: Rigging Supervisor
Description: The Rigging Artist will work closely with a variety of departments including; R&D, Art, Modelling, Layout and Animation, to develop, implement, maintain and support character and prop deformation rigs for use in both Layout and Animation.

MAIN DUTIES

Artistic:
- Develop and maintain procedural rig components with a specific focus on deformation, using a custom studio tools.
- Following a brief to produce complex production ready rig deformation of a high standard
- Working with Animators to aid with deformation rigs and/or a broad range of motion requirements
- Supporting rigs as they move through the pipeline and aid with additional deformation fixes for character shot

Technical:
- Responsible for defining animation controls and rigging systems to be used by other departments, such as Animation and Layout
- Prototype, implement and refine body, facial and mechanical rigs
- Troubleshoot and fix rig issues, collect artistic feedback and fine tune rig behavior
- Work within the pipeline and rigging standards

Management:
- Collaborates with other team members, when it's necessary
- Follows supervisor's and lead's guidance
- Interacts with production, supervisors and team in order to problem solve and share information related to assigned tasks.

QUALIFICATIONS

Professional experience:
- 2-4 years of professional experience in VFX or animation industries
- At least 1 year of experience in the animation industry is desirable

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Artistic and or Technical qualifications:

- Full working knowledge of Maya
- Maya rigging (full body/facial)
- Need to be comfortable with the more technical aspects of character work, and have strong, critical visual and artistic skills
- Familiarity with pipeline issues and a typical character environment
- Solid understanding of the principles of animation
- Extensive knowledge of anatomy, kinematics, and physical behaviours

Language qualifications:

- High English level desirable

SOFT SKILLS

- Must be responsive to deadlines and work well under pressure
- Ability to guide and focus their duties interiorizing basic business processes and routines with low supervision.
- Huge capability to meet the expectations set on the duties assigned
- Has the attitude of collaboration with others, inside and outside their team, establishing an effective working relationship and fluid communication with the team members
- Successfully shares information and ideas securing the most meaningful message is perfectly conveyed
- Strong work ethic

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Crowd TD

Department: Crowd
Supervisor: Crowd Supervisor/Crowd Lead
Description: Become a part of the crew of crowd team in Skydance in charge of developing and maintaining the crowd simulation system within our existing pipeline.

MAIN DUTIES

Artistic:
- Good taste composing camera shots using crowd agents

Technical:
- Keep up on current artistic methodologies and on technology trends and tools that best suit the production and the company, in the development of a stronger creative and technical environment
- Developing crowd techniques, tools and automatization
- Works closely with the R&D staff to develop software support tools and assist with integration tasks, particularly with Arnold, our renderer.
- Shots assistant and troubleshooting technical issues
- Works on production sequences to produce crowd shots from several to thousand agents crowd framework.
- Maintain a consistent level of productivity while meeting deadlines and producing high quality work.

Management:
- Works together with the team providing them with support, guidance and instruction in areas that contribute towards their artistic and professional growth.
- Follows supervisor's and lead's guidance
- Capability to organize and maintain complex crowd data
- Ability for cycles and assets database management and share data to all parts of the pipeline.

QUALIFICATIONS

Professional experience:
- Over 4 years of professional experience in VFX or animation industries
- At least 3 year of experience in the animation industry

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- Professional experience in shot crowd films

Artistic and or Technical qualifications:
- Understanding of crowd system: agents, behavior, simulation
- Strong proficiency with Maya
- Strong proficiency with scripting languages (i.e. Maya Mel, Python, etc.) C/C++.
- Rigging experience is a plus
- Animation experience is a plus
- Cloth simulation experience is a plus

Language qualifications:
- High English level desirable

SOFT SKILLS

- Strong creative and technical skills and ability to share them.
- Flexibility and adaptability
- Focus their energy on delivering on time and quality required, with huge levels of responsibility, autonomy and technical command working well under pressure
- Clearly meets the expectations on the duties assigned with low supervision, encouraging and inspiring some other less experienced colleagues to do so
- Act as mentor inside and outside their team, establishing an effective working relationship and fluid communication environment, contributing to the individual and group achievement of objectives
- Highly skilled in expressing, transmitting and presenting new ideas, tasks and results
- Strong work ethic

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Senior Layout Artist

Department: Layout
Supervisor: Layout Supervisor
Description: be responsible for generating the previz of the film in accordance with the established storytelling guidelines, working closely with the Lead/Layout Supervisor.

MAIN DUTIES

Artistic:
- To be able to show in images the sensations that the Lead/Layout Supervisor request.
- Knowing different visual languages in order to be able to face all kinds of scenes: action scenes, intimate scenes, etc.
- Camera Refine skills/experience.
  Editing skills, at the level of keeping/creating the rhythm of a sequence.

Technical:
- Keep up on current artistic methodologies and on technology trends and tools that best suit the production and the company, in the development of a stronger creative and technical environment
- Ensure a proper breakdown of the scene as well as good management of their own work.

Management:
- Works together with the team providing them with support, guidance and instruction in areas that contribute towards their artistic and professional growth.
- Follows supervisor's and lead's guidance

QUALIFICATIONS

Professional experience:
- Over 4 years of professional experience in animation industries (series/movies)
- At least 3 year of experience in the animation industry (movies)

Artistic and or Technical qualifications:
- Any aspect related to telling a story.
- Knowledge of Maya.

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Language qualifications:

- High English level desirable

SOFT SKILLS

- Strong creative and technical skills and ability to share them.
- Flexibility and adaptability
- Focus their energy on delivering on time and quality required, with huge levels of responsibility, autonomy and technical command working well under pressure
- Clearly meets the expectations on the duties assigned with low supervision, encouraging and inspiring some other less experienced colleagues to do so
- Act as mentor inside and outside their team, establishing an effective working relationship and fluid communication environment, contributing to the individual and group achievement of objectives
- Highly skilled in expressing, transmitting and presenting new ideas, tasks and results
- Strong work ethic

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Unreal Developer

ROL

The role of the Unreal Developer is to define, develop, test, analyze and maintain new software applications and libraries supporting the global computer animation pipeline and the connection with the infrastructures used to create our films. This includes writing, coding, testing, analyzing and deploying software programs and libraries.

The Unreal Developer will also research, design, document and modify software specifications throughout the production life cycle. This individual will also provide mentoring, support and guidance to other pipeline engineer team members. A fundamental task of this role is to understand the operation of the animation studio and to propose development solutions focused on the best performance of the studio.

RESPONSABILITIES

- Responsible for the design, development, testing, documentation, deployment and support of proprietary software used to produce 3D content in multiple film productions.
- Staying abreast of current and future technology, methodologies and tools that best suit the studio.
- Follow the team's technical guidelines and methodologies.
- Analyze and assess existing workflows and procedures related to the company Pipeline.
- Work together with the team providing them with support and guidance in areas that contribute towards their professional growth.
- Provide mentorship for least experienced members of the team, whether it is on a particular area or in general.
- Train end users to operate new or modified programs.

REQUIREMENTS

- Over 5 years of professional experience in the Animation industry.
- BS degree in Computer Science, or equivalent working experience.
- Relevant scripting experience in Python.
- Experience working with a source version control system (Perforce and Git preferred).

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- Experience developing for
  Unreal Engine 4, both in C++ and Blueprints.
- Solid engineering skills, with an appreciation of code craft, quality, and technical debt management.
- Ability to work with a team to deliver high-quality software in a fast paced, dynamic and deadline oriented.
- Professional English level
- Experience in Maya, Houdini and/or Substance.
- Knowledge of Unreal Engine 4 workflows: lighting, shading, sequencer, cameras, foliage, etc.
- Production experience and/or working with 3D artists.
- Good understanding of production pipelines.
- Experience with agile development and scrum methodology.

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Lighting Senior Artist

Department: Lighting
Reposts to: Lighting Lead

MAIN DUTIES

The Lighting senior assists the Lighting leads on technical and creative approaches.

Artistic:
- Work under the artistic supervision of the Lighting Supervisor.
- Work on the lighting and compositing of the shots assigned until the final delivery.
- If needed, create the master lighting of a simples sequences, following the references from the Art department and under the artistic supervision of the Lighting Supervisor. Define the light rig and comp template, together with the Compositing team, that will be used by the team.

Technical:
- Work, together with the Lighting Lead, on optimization strategies to make sure the render of the sequence stays in budget.
- Money shots

Management:
- Assume the tasks of the Lighting Lead when he/she is away.

QUALIFICATIONS

Professional experience:
- Over 4 years of experience in lighting and compositing.
- 2 years of experience in lighting and compositing for animation feature films

Artistic and or Technical qualifications:
- Advanced knowledge of Maya, Arnold and Nuke.
- Self-motivated and comfortable working with deadlines.
- Strong artistic eye and understanding of color, lighting and image analysis.
- Scripting and Python a plus.
- Experience working with procedural multishot worflows and sequence based lighting is a plus

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Language qualifications:
- English: full professional proficiency
- Spanish: full professional proficiency a plus

SOFT SKILLS

- Strong creative and technical skills and ability to share them.
- Flexibility and adaptability
- Focus their energy on delivering on time and quality required, with huge levels of responsibility, autonomy and technical command working well under pressure
- Clearly meets the expectations on the duties assigned with low supervision, encouraging and inspiring some other less experienced colleagues to do so
- Act as mentor inside and outside their team, establishing an effective working relationship and fluid communication environment, contributing to the individual and group achievement of objectives
- Highly skilled in expressing, transmitting and presenting new ideas, tasks and results
- Strong work ethic

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Senior Compositor

Department: Lighting/Composition
Reports to: Lighting Sequence Lead/Compositing Supervisor
Description: Senior Compositors in Skydance Animation Madrid are integrated into the lighting team and work closely with the Lighting Supervisor and Leads in developing compositing templates for the show, improving compositing workflows, and supporting the team, in addition to doing some shot-compositing work.

MAIN DUTIES

Artistic:
- Keep up on current artistic methodologies that best suit the production and the company, in the development of a stronger creative environment.
- Work under the artistic supervision of the Lighting Sequence Lead in charge of sequence
- Takes care of the more complex compositing shots of the sequence, if needed.

Technical:
- Defines the comp template for the sequence, ensuring it's clean, documented and easy to understand by the lighting artists, supervising and assisting them in the correct use of it.
- Works closely with the FX and Matte Painting departments to define the strategies and workflows regarding the render layers structure for the sequence.
- Works with the Lighting Sequence Lead and the Compositing Lead to develop gizmos, effects, specific looks or applications for the sequence, if needed.

Management:
- Attends with the Lighting Sequence Lead to the complexity meetings and assist him/her to elaborate the bid of the sequence.
- Defines along with the Lighting Sequence Lead the compositing strategy for the sequence.
- Attends the reviews with the Supervisor/Directors, supporting and giving compositing advice to the Lighting Lead, if needed.
- Mentor lighting artists in technical procedures and workflows.
- Works together with the team providing them with support, guidance and instruction in areas that contribute towards their artistic and professional growth.
- Follows supervisor's and lead's guidance

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QUALIFICATIONS

Professional experience:
- 4 years of professional experience in mono and stereo digital compositing.
- Minimum 2 years of experience in compositing for animation feature films.

Artistic and or Technical qualifications:
- In depth knowledge of Nuke.
- Experience developing compositing templates/gizmos/tools, ideally shared with other artists.
- Deep understanding of lighting rendering passes and AOV's.
- Self-motivated and comfortable working with deadlines.
- Strong artistic eye and understanding of colour, lighting and image analysis.
- Previous experience with Deep Compositing workflows.
- Python scripting is desirable.

Language qualifications:
- English: full professional proficiency
- Spanish: full professional proficiency a plus

SKILLS

- Strong creative and technical skills and ability to share them.
- Flexibility and adaptability
- Focus their energy on delivering on time and quality required, with huge levels of responsibility, autonomy and technical command working well under pressure
- Clearly meets the expectations on the duties assigned with low supervision, encouraging and inspiring some other less experienced colleagues to do so
- Act as mentor inside and outside their team, establishing an effective working relationship and fluid communication environment, contributing to the individual and group achievement of objectives
- Highly skilled in expressing, transmitting and presenting new ideas, tasks and results
- Strong work ethic

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Production Assistant

Department: Production
Supervisor: Production Supervisor, Production Manager
Description: The Production Assistant provides overall general production assistance to the Production Coordinator, Production Supervisor and Production Artists within a specific department.

MAIN DUTIES

- Under the guidance of the Production Supervisor, tracks progress of tasks for assigned artists or sequences in the production tracking system.
- Assists Production Coordinator/Supervisor with department calendar and handles the scheduling for the Department Head. Interacts with department leadership.
- Assists Production Coordinator/Supervisor with maintaining quotas, deadlines & inventory, ensuring departmental productivity goals are consistently met.
- Understands the department and works with Supervisor to maintain and manage the department schedule.
- Follows up with Artist Leads on a daily basis to ensure task deliveries remain on schedule; communicates any schedule changes to appropriate Artist Leads, Supervisors and Production team as needed.
- Responsible for multiple dailies sessions each day, as well as client reviews.
- Ensure proper preparation for all meetings and reviews. Record and publish notes from meetings and reviews that accurately reflect action items and an appropriate sense of urgency.
- Awareness of work in progress in the department.
- Enter and maintain production data in the studio's production database to reflect scheduled, in-progress, and completed departmental work. Collaborate with other coordinators and managers to keep all data accurate and current.
- Schedule meetings at the request of the Manager and Lead(s). Proactively maintain the calendar with alertness to topics, deadlines and conflicts.
- Proactively respond to requests for information and assistance from those within and outside of the department.
- Responsible for various daily office activities: schedules meetings, books rooms, copies, files, types up notes and distributes accordingly and distributes and collects timecards for the department.
- Communicates with other departments regarding department needs.
- Willing to take on new challenges in order to have a more detailed knowledge of the department and pipeline.

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QUALIFICATIONS

Professional experience:
- 0-2 years of professional experience in VFX or animation industries
- Desirable knowledge or experience in Animation 3D
- Degree in film, art, communications, media communications or related field

Artistic and or Technical qualifications:
- Professional working knowledge of Google Spreadsheets, Microsoft Outlook, Excel and Word
- Experience with production tracking software is a plus (for example, Shotgun)

Language qualifications:
- High English level

SOFT SKILLS

- Predisposition to respond positively to the duties assigned and deadlines
- Attitude of collaboration with others, inside and outside their team
- Able to effectively express, transmit and present ideas
- Deliver on time and in full basic results complying with the duties demanded
- Highly self-motivated
- Quickly assimilates basic information
- Strong work ethic
- Candidates should be well organized, highly self-motivated individuals who function well in fast-paced, frenetic production-based environment
- Good time management with the ability to troubleshoot and problem solve

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Production Coordinator

Department: Production
Supervisor: Production Supervisor, Production Manager and Head of Production
Description: This position supports the Department Manager on a day-to-day basis and provides first point of contact for department team members. The Coordinator maintains departmental records and reports, communicates the day's scheduled events, arranges key meetings and provides general administrative support.

MAIN DUTIES

- Understands the department(s) and works with Production Supervisor and Department Head to maintain and manage the department schedule.
- Under the guidance of the Production Supervisor, tracks progress of tasks for assigned artists or sequences in Shotgun to reflect scheduled, in-progress, and completed departmental work. Collaborate with other coordinators and supervisors to keep all data accurate and current.
- Partner with the Production Supervisor and Department Head to set the priorities of the department taking into account the priorities of the show that are established by the Production Supervisors and the Production Manager.
- Enter and maintain production data in the studio's production database and related departmental records to reflect scheduled, in-progress, and completed departmental work. Collaborate with other coordinators and managers to keep all data accurate and up-to-date.
- Schedule meetings at the request of the Manager and Lead(s). Proactively maintain the calendar with alertness to topics, deadlines and conflicts. Manage the schedules of key personnel.
- Ensure proper preparation for all meetings and reviews. Record and publish notes from meetings and reviews that accurately reflect action items and distribute as needed.
- Coordinate work that enters and leaves the department to ensure completeness. Provide administrative support as needed to ensure that communications are accurate and complete.
- As second in command to the Production Supervisor, proactively respond to requests for information and assistance from those within and outside of the department
- Follows up with Artist Leads on a daily basis to ensure task deliveries remain on schedule
- Assists Production Supervisor with maintaining quotas, deadlines & inventory, ensuring departmental productivity goals are consistently met. Generate weekly

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report from department, quota… Bring concerns about potential schedule or budget overruns to the Production Supervisor and Production Manager.

- Understands the department's workflow from the area she/he is attached to and understands the dependencies from departments of other areas. Act as a point of coordination of work that enters and leaves the department ensuring procedures are followed to ensure workflow from one department to the next is as seamless as possible.
- Communicates with other departments regarding department needs
- Stays abreast of issues on the floor and elevates information appropriately to Production Supervisor.
- Assists the Department Head and CG Supervisor in dealing with issues related to the department
- Coordinates crew meetings.
- Responsible for multiple dailies sessions each day, as well as client reviews.
- Ensure proper preparation for all meetings and reviews. Set up Cinesync/RV sessions. Record and publish notes from meetings and reviews that accurately reflect action items and an appropriate sense of urgency.
- Mentor the Production Assistants.

QUALIFICATIONS

Professional experience:
- 2-4 years of professional experience in VFX or animation industries preferably as a Production Coordinator in feature-animation film production or VFX production as Production Assistant
- Professional working knowledge of Google Spreadsheets, Microsoft Outlook, Excel and Word

Artistic and or Technical qualifications:
- Bachelor's degree in film, art, communications or related field.

Language qualifications:
- High English level

SOFT SKILLS

- Must be responsive to deadlines and work well under pressure
- Ability to guide and focus their duties interiorizing basic business processes and routines with low supervision.
- Huge capability to meet the expectations set on the duties assigned

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- Has the attitude of collaboration with others, inside and outside their team, establishing an effective working relationship and fluid communication with the team members
- Successfully shares information and ideas securing the most meaningful message is perfectly conveyed
- Strong work ethic
- Candidates should be well organized, highly self-motivated individuals who function well in fast-paced, frenetic production-based environment.
- Willingness to take initiative and resolve problems
- Great attention to detail

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Production Supervisor

Department: Production
Supervisor: Assoc. Prod. Manager, Production Manager, Head of Production
Description: The Production Supervisor is responsible for the supervision of all processes, procedures, outputs and deliverables for a group of departments and ensuring the outputs and interactions of animation are aligned with production.

MAIN DUTIES

- Is responsible for managing the Production Coordinators, Production Assistants and his/her departments' crew
- Collaborates with the Assoc. Production Manager and Production Manager in maintaining the master schedule for production
- Partners with supervisors in the set-up and running of departments
- Works with the CG Sup in order to coordinate the technical challenges involved with the deadlines of departments
- Works with Production Management to meet overall production scheduling and budget requirements and helps to ensure the budget and scheduling are updated as changes are made to the film's production flow and/or staffing profile. Understands how changes may affect the budget, scheduling and overtime &communicates the impact of changes to the Production Manager
- Looks ahead to ensure that weekly quotas, department milestones & inventory expectations are met. Strategizes with Department Head, production management and possibly other Production Supervisors to resolve any productivity and/or inventory issues
- Creates and maintains reports that clearly illustrate department and individual artist productivity
- Collaborates with Dept. Head to cast assignments and issue deadlines to artists
- Performs walk-arounds to check in with the crew
- Attends Director approvals and helps to drive this meeting
- Checks in with department head and production team on a regular basis to discuss challenges, acknowledge successes and discuss morale issues
- Manages inventory flow in/out of departments
- Sets expectations at meetings and Director Approvals and is able to identify which notes should be addressed at a later time
- Regularly assesses where the departments are at and comes up with strategies to catch-up or maintain productivity
- Works with the Coordinators and PA's to prioritize their daily workloads and has regular weekly meetings with them

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- Mentoring and developing of Production Coordinators and PAs
- Manages crew's schedule and approves vacations
- In conjunction with the Production Manager and Head of Production help provide guidance and support to the department heads
- Leads the team providing them with support, guidance and instruction in areas that contribute towards their artistic and professional growth, making sure all the assets follow the quality standards and artistic direction and that achieves the deadlines.

QUALIFICATIONS

Professional experience:
- 6 years or more of professional experience in VFX or animation industries
- Requires experience in 3 or more feature production departments OR extensive experience on 2 shows
- Experience working cross-site with remote crews on 2+ films is preferred

Artistic and or Technical qualifications:
- Software requirements: ShotGun, Microsoft Excel and Word, Outlook/Gmail and knowledge of production tracking databases
- Excellent working knowledge of film production pipeline and methodologies

Language qualifications:
- High English level

SOFT SKILLS

- Must be responsive to deadlines and work well under pressure.
- Strong creative and technical skills and ability to share them.
- Leads his/her team to clearly meet the expectations on the duties assigned
- Ensures the team members collaborates with others, inside and outside their team
- High levels of team management skills, responsibility, autonomy and technical command
- Provides recognition and support and serves as a role model to the team
- Proficiently expresses strategies and get the message across the team with enthusiasm and openly communicates to resolve issues
- Strong work ethic
- Demonstrated ability to effectively foster relationships
- Experience in conflict management and resolution
- Strong written and verbal communication skills

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- Demonstrated ability to multitask in a fast-paced production environment
- Candidate has facilitated activities beyond the scope of their role to support studio goals or develop new concepts to improve the work environment.

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