Role Profile

Job Title	:	**Department & Talent Manager**
Department	:	**Production Resources**
Band	:	**Production 3**

Main purpose of the role:

Production Resources consists of several departments - CGI, VFX, Post Production, Edit, Production Technology (both studio/floor GFR and Support) and Modelmaking. These departments service technically and creatively (as appropriate) the needs of the producers from all areas of the company across shorts, specials, features, commercials, series, brand content, games and interactive projects.

This is an exciting opportunity for someone keen to develop in recruitment and production to help establish teams for our world class animation productions. This role is responsible for helping to schedule productions & crew and organising the day-to-day management needs of the departments while supporting the Head of CGI Production and Resources. You will also develop a talent strategy for the departments, representing the company at events and expanding the current talent pool.

The role will include line management of the department assistant and you will also support the development of artists within your remit.

Duties & Responsibilities:

- To manage the Production Resources Schedule, pencilling crew and making sure the schedule is kept up to date and circulated. Assist producers to co-ordinate & schedule crew onto productions and project development throughout the year, liaising with seniors to assign appropriate freelancers to align with creative availability
- Supporting the Head of CGI Production and Resources across all aspects of the role including attending meetings in their absence and having an overall awareness of the status of all productions across the slate
- Act as liaison between Production Managers and CG Supervisors for the department
- In the absence of the HoD to work closely with and provide support for the Producers to ensure that any creative or technical issues arising are dealt with appropriately
- To co-ordinate all technical and creative teams on a production and plan workflow
- To produce first draft schedules with the HoD as required for internal CGI projects
- To track and schedule talent across productions identifying any gaps and pressure points, sharing this information with Department HOD's, producers, EPs and the People and Culture Team as appropriate
- To attend degree shows, screenings, festivals and other industry events to meet and source potential talent (or arranging for other partners to attend if/when appropriate)
- Help identify suitable up-coming talent and act as a point of contact for crew to approach Aardman, striving to meet the ambitions of the company in our diversity and inclusion targets
- To support juniors in their development and to expand and manage the departments intake programme, including any internships or work placements

- Develop relationships with relevant schools, universities, courses and companies in line with the company goals for recruitment expansion and inclusion targets
- To work with HODs and assigned talent mentors to develop and nurture both staff and freelance talent, identifying any training or career opportunities for relevant partners and sharing that information with the People and Culture Team where appropriate
- To manage the administration of the showreels and CG mailing inbox, doing a first pass and ensuring all appropriate showreels are seen by the HoDs
- An understanding of different types of licensing, floating, node locked and CAL's
- Liaising between support and tools teams to ensure efficient roll out of new software/updates/testing as required
- To assist the Production Technology departments in auditing and organising hardware and software
- To raise purchase orders on Maconomy where required
- Represent the dept. at company meetings
- Attend production meetings, especially planning meetings prior to production start. These planning meetings are crucial to the workflow of the production
- To act as line manager and to develop the department assistant, delegating tasks as necessary
- To be aware of company and departmental strategy, aims and objectives and to ensure that as far as possible a consistent message is communicated when required. To practise company policy on Mental Health, the Environment, Dignity at Work and Diversity and Inclusion.
- To understand and implement GDPR
- To observe the provision of the Health and Safety at Work Act.

Person Specification:
- Excellent organisational and communication skills
- Extremely strong people skills
- Sensitive, discreet and diplomatic
- Advanced scheduling skills
- Crew booking experience
- Intuitive and enthusiastic approach to problem solving
- A working knowledge of asset management software e.g. Shotgun
- Flexible, pro-active, team focussed and friendly approach to work
- IT proficient – Microsoft Office (essential) (Maconomy training can be given)
- Some legal/contractual knowledge a plus
- Previous experience with CGI/VFX talent liaison/management
- An understanding of the CGI roles and production processes would be beneficial and also an understanding of real time roles and processes would be useful but not essential
- Minimum two years production experience
- Keen to learn and develop in new areas
- An industry awareness including knowledge of projects in development across the animation landscape a plus but not essential

Responsible to: Head of CGI Production and Resources