

Trainee Studio Production Coordinator

Humain delivers 3D computer animation characters and character related technologies to the world's leading filmmakers and game developers. The credits of our international staff include some of the most iconic films in recent history, Avatar, Harry Potter, Pirates of the Caribbean, Transformers, and Star Wars.

We are seeking someone with the passion for a leadership role within the creative industries. Someone who wants to use their organisational skills to develop the animation content of the future.

This initially is a Trainee position. However, there will be opportunities to progress to a more senior role for the right candidate.

Key Responsibilities

- Assist us working with our clients and our local and international staff.
- Develop studio workflows, processes and procedures to attain high levels of organisational effectiveness.
- Develop an understanding of computer animation production to determine our customer requirements and support our internal tool development.
- Develop production schedules detailing all tasks and when they should be completed by to meet a predicted completion date.
- Monitor a project's progress to ensure it is following the schedule.
- Prepare reports relating to production processes for upper management and suggests ways to improve efficiency.
- Develop an understanding of workflows to balance R&D and Production schedules and employee resources.
- Serve as the point person for general production and office needs, including shopping and travel arrangements, maintenance, mailing, supplies, equipment, bills and errands.
- Provide general support to visitors, help with client satisfaction and promote ongoing relationship
- Plan in-house or off-site activities.

Essential Criteria

Works cooperatively with others as part of a team. Works alongside, as opposed to working separately or competitively. Builds and maintains effective working relationships with a wide range of people.

Committed to achieving goals. Takes the initiative to go the extra mile. Motivated and driven to succeed and to develop own knowledge/skills.

Ability to adapt and respond positively to change. Uses feedback to develop abilities and is open to trying a different approach.

Clear and assertive in communication. Has the ability to write in a structured and engaging manner. Can influence with confidence and is able to adapt approach where appropriate.

Attention to detail and problem-solving skills.

Excellent time management skills and ability to multi-task and prioritise work.

Proficiency in Microsoft Office suite.

Desirable Criteria

Experience/knowledge of animation workflows

Previous experience of scheduling systems.